

United States Department of Defense (DoD)

**DoD NOTICE TO AIRMEN (NOTAM)
MANAGER USER'S GUIDE
Version 1**

July 2014

DOD NOTAM Office Support DSN 510-422-4753/54/55

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CHAPTER 1

INTRODUCTION TO DoD NOTAM MANAGER

1. Purpose

- The purpose of this document is to serve as a resource for users of the DoD NOTAM Manager in support of their responsibility to create, modify, and manage NOTAMs.
- Access to DoD NOTAM Manager is only provided to approved DoD NOTAM Manager Administrators and Issuers. Follow the steps outlined in this section to acquire access.

2. Content

- This guide provides information on the features of the DoD NOTAM Manager, its functionality, and the processes required for creating, modifying, and tracking NOTAMs. The guide includes examples of NOTAM screen shots and processes designed to help the user understand how various NOTAM tasks may be performed.

3. Intended users

- This guide is intended for use by personnel authorized to operate as DoD NOTAM Manager Administrators or as NOTAM Issuers.

4. DoD NOTAM Manager User's Guide can be accessed by selecting the Help tab. (For details, see Page 45)

CHAPTER 2

OVERVIEW OF DOD NOTAM MANAGER

1. DoD NOTAM Manager

- The DoD NOTAM Manager can be accessed at: <https://notams.aim.faa.gov/dnotam>

2. Access to DoD NOTAM Manager

- Follow the steps outlined in this section to acquire access.
- To register your user name and password click *New User Registration*

Figure 1: New User Registration

Digital - AIM | NOTAM - Manager

- Digitally Encode NOTAMS
- Automatic transformation into ICAO and other formats
- Business rules validation
- Traceability
- Information exchange using AIM 5.1

WARNING WARNING WARNING

This is a U.S. Federal Aviation Administration computer system. Unauthorized access or use is a violation of U.S. law and may result in criminal or civil proceedings. If you cause a technical disruption of the system, you agree to be responsible for the costs of restoration and any civil or criminal penalties. All activity will be monitored to ensure appropriate use. Your continued use constitutes consent to monitoring and the system's terms of use. If you do not consent to monitoring or the terms of use, you should exit this system.

Login to Digital NOTAM Manager

Username:

Password:

Sign in

New User Registration [Forgot my Password](#)

For Assistance, Please contact AIM Operations
1-866-466-1335 or (640) 422-4168/69
Send Email To: [FLS Help Desk](#)

3. Fill out the appropriate fields and select Submit (**You must select DoD as shown**)

Figure 2: User Registration Form

User Registration Form

All fields marked (*) are required.

Airports Towers OCC SOC **DOD**

DOD Accountability (Example: KADW):*

Job Title/Rank* Organization*

First Name* Last Name*

Email*

Phone* Fax Radio MHZ

Address* Address...

City/Town* State Country* Zip Code

Password*

Retype Password*

- ⊗ 8 Characters or more
- ⊗ At least one Letter
- ⊗ At least one Number
- ⊗ At least one special character (e.g., !@#%&*)
- ⊗ Both passwords typed below must match

Submit Cancel

4. Once the User's access has been approved, the User will be notified via email of the approval. You can then login to the DoD NOTAM Manager site. User name will be the email address you entered on the registration form.

NOTE: Passwords are required to be changed every 180 days. User will be locked out if three unsuccessful login attempts are made. DoD NOTAM Manager Administrator(s) will receive an email notification regarding the locked out user.

Figure 3: Sign In

The screenshot shows a login form titled "Login to Digital NOTAM Manager". It includes fields for "Username:" and "Password:". Below these fields is a "Sign in" button, which is highlighted with a red rectangular box. Underneath the button are two links: "New User Registration" and "Forgot my Password". At the bottom of the form, there is contact information: "For Assistance, Please contact AIM Operations 1-866-466-1336 or (540) 422-4168/69 Send Email To: FNS Help Desk".

5. In case of forgotten password, select "Forgot my Password."

Figure 4: Forgot my Password

This screenshot is similar to Figure 3, showing the "Login to Digital NOTAM Manager" page. In this version, the "Forgot my Password" link is highlighted with a red rectangular box. The "Sign in" button is visible but not highlighted.

Figure 5: Password Reset

The screenshot shows the password reset form. At the top, it says "Login to Digital NOTAM Manager". Below are "Username:" and "Password:" fields, followed by a "Sign in" button. The "Forgot my Password" link is highlighted with a red box. Below this, it says "Enter following information to reset your password". There are two input fields: "Email:" with the value "eugene.fisher.1@us.af.mil" and "Last Name:" with the value "fisher". Both fields have "Required" written in red to their right. At the bottom of the form are "Cancel" and "Submit" buttons. Contact information is at the very bottom.

Figure 6: Password Reset Instructions

The screenshot shows a "Confirmation" dialog box. It has a title bar that says "Confirmation". Inside the dialog, there is a question mark icon on the left and a message: "Instructions for resetting the password will be sent to your email: eugene.fisher.1@us.af.mil". A "Close" button is located in the bottom right corner of the dialog.

Note: An email will be sent to you with instructions for resetting your password.

6. DoD NOTAM Manager Outage

- In the event DoD NOTAM Manager is unavailable, the current legacy system remains as the back-up.

7. Reporting Outage

- If DoD NOTAM Manager is out of service and it is **NOT** a known scheduled outage; for assistance please contact: NAIMES Customer Support: 1-866-466-1336, Hours: 24/7.

8. DoD NOTAM Manager Uses:

- The DoD NOTAM Manager can be used to:
 - Quickly and accurately input digital NOTAM data
 - Display digital information in the US NOTAM System
 - Submit NOTAMs via the Internet
 - Track NOTAMs
 - View NOTAMs in multiple formats (Domestic, International Civil Aviation Organization (ICAO) and Plain language)
 - View data in graphical format
 - Draft NOTAMs
 - Replace NOTAMs
 - Cancel NOTAMs

9. Digital Structure

- DoD NOTAM Manager requires adherence to a specific digital structure such as:
 - NOTAMs are formatted in United States NOTAM Service (USNS) compliant format, to include specific content and format for items such as dates, times, and airfield nomenclature.

10. Digital Scenarios/Templates

- Digital templates have been developed to help Users enter NOTAMs based upon the policy and business rules outlined in Advisory Circular 150/5200-28D, Advisory Circular 150/5200-30C, and FAA Order 7930.2.

11. Digital Scenarios/Templates Concept

- Templates are contained within the DoD NOTAM Manager for the development of correctly formatted NOTAM data.
- Through the use of these templates, options are linked to keywords, such as Taxiway or Apron/Ramp. This creates a list of properly formatted attributes about that keyword which a NOTAM might include. For example, when the keyword Apron/Ramp

is selected, a list of Apron/Ramps at the airport appears that is accompanied by a list of conditions for each Apron/Ramp to include: closure, lights out of service, personnel and equipment warning, etc...

12. Digital Scenarios/Templates Benefits

- NOTAM Issuers benefit from the use of templates. These include:
 - Auto formatting and standardization of all NOTAMs
 - Increased accuracy of the NOTAM
 - Inclusion of all required fields that must be populated
 - Reduces the requirement to remember contractions

13. Free Form NOTAMs

- In rare cases it will be necessary to enter NOTAMs for which a template does not exist. In these cases, it will be necessary to use the Free Form NOTAM process.
 - a. Free Form NOTAMs are not digital and are submitted through USNS. The time period from submission to publication will be increased with the use of Free Form NOTAMs.
 - b. When issuing Free Form NOTAMs, Users of DoD NOTAM Manager lose the ability to display the condition of the NOTAM graphically. However, DoD NOTAM Manager will display the graphic feature.

14. System Connectivity

- DoD NOTAM Manager is connected to the USNS via the Internet. Minimum browser requirements for DoD NOTAM Manager are Internet Explorer 8 or Mozilla Firefox.
- System users can access DoD NOTAM Manager via their Personal Computer (PC). Connectivity to the DoD NOTAM Manager via the Internet is indicated on the DoD NOTAM Manager page by a green dot in the lower right corner next to the words “Connected to DoD NOTAM Manager”. When connectivity has been lost, the green dot turns red with an X in the center.

15. Coordinated Universal Time

- Coordinated Universal Time (UTC) is the required time format when issuing a NOTAM. UTC is standard across all time zones and areas, and the current UTC time is displayed on the DoD NOTAM Manager page in the upper right-hand corner below the words “DoD NOTAM Manager.”

CHAPTER 3

DoD NOTAM Manager Home Page and Components

1. NOTAM Manager Home Page

- The DoD NOTAM Manager Home page window is the first window to open after the login screen. This section describes what the User will see when the DoD NOTAM Manager is first opened.

Figure 7: Primary NOTAM window

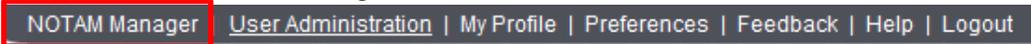
The screenshot displays the DoD NOTAM Manager interface. At the top right is the **Admin. Toolbar** with links for NOTAM Manager, Reports, My Profile, Preferences, Feedback, Help, and Logout. Below it is the **Actions Toolbar** with buttons for New, Cancel, Replace, Copy, Edit, Delete, Error Check, Save, Change Log, and Submit. The main area is the **NOTAM Summary** pane, which contains a table of NOTAM records. On the left is the **Airport Pane** with filters for Accountability (KADW-JOINT BASE ANDI), Classification (56, 7), Aerodrome (25, 4), Apron (5, 1), Runway (21, 2), Taxiway (5, 0), and Obstruction (0, 0). The NOTAM Summary table has columns for Feature, Condition, Number, Start Date UTC, End Date UTC, and Status. The bottom right shows a **Connection Indicator** with a 'Connected' status and a 'Rows: 50' indicator.

Feature	Condition	Number	Start Date UTC	End Date UTC	Status
Taxiway	TWY A2 CONST AREA	M3127/14	06/23/2014 1611	07/18/2014 2335	Active
Taxiway	TWY A2 CONST AREA	M3126/14	06/23/2014 2359	07/18/2014 2236	Cancelled
Aerodrome	AERODROME BEACON UNSERVICEABLE	M0223/14	06/23/2014 1748	07/09/2014 1748	Active
Aerodrome	AERODROME BEACON UNSERVICEABLE	06/230	06/20/2014 1914	07/05/2014 1914	Active
Aerodrome	AERODROME BEACON UNSERVICEABLE	06/229	06/20/2014 1912	07/05/2014 1912	Active
Aerodrome	AERODROME BEACON WHITE NOT ROTATING	06/228	06/20/2014 1907	07/05/2014 1907	Cancelled
Aerodrome	AERODROME BEACON OBSCURED NORTHEAST SIDE	06/227	06/20/2014 1903	07/05/2014 1903	Active
Runway	RWY 01L THRESHOLD DISPLACED 100FT NONPRECISION MARKINGS DECLARED DI	M3119/14	06/20/2014 1919	07/05/2014 1122	Active
Aerodrome	UNMANNED ACFT WITHIN AREA DEFINED AS 3NM RADIUS OF KADW TEST F) FL	M3091/14	06/16/2014 1751	07/05/2014 1122	Active
Aerodrome	UNMANNED ACFT WITHIN AREA DEFINED AS 3NM RADIUS OF KADW TEST F) FL	M3093/14	06/16/2014 1802	07/05/2014 1122	Active
Aerodrome	HOT AIR BALLOON WITHIN AREA DEFINED AS 112NM RADIUS OF KADW TEST F) FL	M3094/14	06/16/2014 1806	07/05/2014 1122	Active
Aerodrome	UNMANNED ACFT WITHIN AREA DEFINED AS 3NM RADIUS OF KADW TEST F) FL	M3092/14	06/16/2014 1754	07/05/2014 1122	Active
Aerodrome	AERODROME WIND DIRECTION INDICATOR NOT ROTATING	M3096/14	06/16/2014 1927	07/04/2014 1250	Active
Runway	NAVAID LS RWY 01R CAT 2 NOT AUTH	M3083/14	06/16/2014 1637	07/04/2014 1230	Active
Taxiway	TWY A2 CONST AREA	M3108/14	06/20/2014 2222	07/03/2014 2222	Cancelled
Runway	RWY 19R SEQUENCED FLASHING LGT LOW INTENSITY DECOMMISSIONED	M3059/14	06/16/2014 1949	07/03/2014 1230	Active
Runway	RWY 19R SEQUENCED FLASHING LGT LOW INTENSITY DECOMMISSIONED	M3100/14	06/16/2014 1952	07/03/2014 1230	Active
Runway	RWY 19R SEQUENCED FLASHING LGT LOW INTENSITY DECOMMISSIONED	M3098/14	06/16/2014 1941	07/03/2014 1230	Active
Aerodrome	RWY KADW BRAKING ACTION UNSERVICEABLE	M3122/14	06/23/2014 1528	07/03/2014 1212	Active
Aerodrome	RWY KADW BRAKING ACTION UNSERVICEABLE	M3123/14	06/23/2014 1529	07/03/2014 1212	Active
Apron	HOT CARGO PAD WORK IN PROGRESS SFC PAINTING LGT AND BARRICADED	M3128/14	06/24/2014 1306	07/01/2014 2359	Active
Aerodrome	BASE OPS 110.12 COMMISSIONED TEST	M3054/14	06/11/2014 1512	06/30/2014 1250	Active
Aerodrome	BASE OPS 110.12 COMMISSIONED TEST	M3064/14	06/14/2014 0259	06/30/2014 1250	Active
Aerodrome	BASE OPS 110.12 COMMISSIONED TEST	M3065/14	06/14/2014 0302	06/30/2014 1250	Active
Runway	RWY 19R ARRESTING GEAR MARKER AT RWY 19L NORTHEAST SIDE LGT UNSERVICE	M2917/14	06/03/2014 2024	06/30/2014 1230	Active
Runway	RWY 19R ARRESTING GEAR MARKER AT RWY 19L NORTHEAST SIDE LGT UNSERVICE	M3066/14	06/14/2014 0309	06/30/2014 1230	Active
Apron	113 RAMP CENTERLINE MARKINGS LGT OBSCURED TEST	M3105/14	06/18/2014 1636	06/30/2014 1230	Active
Apron	113 RAMP CENTERLINE MARKINGS LGT OBSCURED TEST	M2988/14	06/04/2014 2057	06/30/2014 1230	Active
Runway	RWY 01L RVR UNSERVICEABLE TESTING	M3129/14	06/25/2014 0422	06/30/2014 1230	Active
Runway	RWY 19R ARRESTING GEAR MARKER AT RWY 19L NORTHEAST SIDE LGT UNSERVICE	M3071/14	06/14/2014 0342	06/30/2014 1230	Active
Taxiway	TWY A2 CLEARANCE BAR LGT COMMISSIONED	M3074/14	06/14/2014 0352	06/30/2014 1122	Active
Runway	RWY 01R ARRESTING GEAR MARKER AT RWY 13 NON STD	M3045/14	06/08/2014 2101	06/30/2014 1122	Active
Runway	RWY 19L LEAD ON LGT AT TWY A DECOMMISSIONED	M3045/14	06/08/2014 2058	06/30/2014 1122	Active
Aerodrome	AERODROME MOBILE JP8/JP4 FUEL NOT AVAILABLE NDS TESTING	M3042/14	06/08/2014 1919	06/30/2014 1122	Active
Taxiway	TWY A2 CLEARANCE BAR LGT COMMISSIONED	M3069/14	06/14/2014 0341	06/30/2014 1122	Active
Aerodrome	AERODROME AREA WITHIN AREA DEFINED AS 4NM RADIUS OF KADW F) FL100	M3086/14	06/16/2014 1728	06/30/2014 1122	Active
Taxiway	TWY A2 CLEARANCE BAR LGT COMMISSIONED	M3049/14	06/10/2014 1641	06/30/2014 1122	Active
Runway	RWY 19L LEAD ON LGT AT TWY A DECOMMISSIONED	M3070/14	06/14/2014 0341	06/30/2014 1122	Active
Aerodrome	AIR REFUELLING WITHIN AREA DEFINED AS 3NM RADIUS OF KADW F) FL120	M3089/14	06/16/2014 1738	06/30/2014 1122	Active
Aerodrome	AIR REFUELLING WITHIN AREA DEFINED AS 3NM RADIUS OF KADW F) FL120	M3090/14	06/16/2014 1743	06/30/2014 1122	Active

2. Administration (Admin) Toolbar

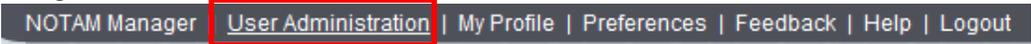
- The Admin Toolbar is located on the upper right side of the NOTAM Manager Home page. It contains NOTAM Manager, User Administration (only available to the System Administrator(s)), Reports (available to all non-administrators: See Figure 20), My Profile, Preferences, Feedback, Help, and Logout. The Admin Toolbar is used to modify your account and provide feedback. Use the My Profile tab to change your password or personalized information. The Preferences tab is used to change the way the application works with your account.

Figure 8: NOTAM Manager



- a. The NOTAM Manager Tab – Returns the User to the NOTAM Manager Home Page.

Figure 9: User Administration



- b. User Administration Tab (only available to System Administrator) – This tab is used to approve Users for Access, to Lock and Unlock Users out of the system, when appropriate, to Search Users, and for Third Party NOTAM Distribution.

Figure 10: Approve Users for Access

Name	EMail	Role, Organization	Contact Information	Location	Action	Action
Carol McAteer	carol.a.mcateer@faa.gov	AST, FAA - PHL FSDO	Ph:6105951500, Fx:6105951519	PHL	Approve	Reject
David Fuller	david.fuller@jetblue.com	Director Dispatch, JetBlue Airways	Ph:7187093047	JFK	Approve	Reject
GREGORY HARRISON	gregory.harrison@jeppesen.com	Chief Designer, JEPPESEN	Ph:6789248073	ATL	Approve	Reject

Figure 11: Unlock Users

Name	EMail	Role, Organization	Contact Information	Location	Action	Action
Arthur Shamburger	ashamburger@wichita.gov	Airport Operations Office, Wichita Airport Authority	Ph:3169464710	ICT	Unlock	Remove
Cheboli Venkat	vcheboli@cghtech.com	DB, FNS	Ph:5712734829	AVP	Unlock	Remove
David Willis	dwillis@flymanchester.com	Operations, MHT	Ph:6036246592	MHT	Unlock	Remove
FAISAL ARAIN	farain@mitre.org	SENIOR SOFTWARE ENGINEER, MITRE CORPORATION	Ph:703-983-3920	IAD	Unlock	Remove
Grzegorz						

Figure 12: Search Users

Name	EMail	Role, Organization	Contact Information	Location	Action	Action
Carol McAteer	carol.a.mcateer@faa.gov	AST, FAA - PHL FSDO	Ph:6105951500, Fx:6105951519	PHL	Approve	Reject
David Fuller	david.fuller@jetblue.com	Director Dispatch, JetBlue Airways	Ph:7187093047	JFK	Approve	Reject
GREGORY HARRISON	gregory.harrison@jeppesen.com	Chief Designer, JEPPESEN	Ph:6789248073	ATL	Approve	Reject

Figure 13: NOTAM Distribution: Third Party Notification

The screenshot shows the NOTAM Manager interface. The top navigation bar includes 'NOTAM Manager | Feature Manager | User Administration | My Profile | Preferences | Feedback | Help | Logout'. The main header displays 'Digital - AIM | NOTAM - Manager' and the user 'Brooke Beets | JUN 7 2012 THU 2051 UTC'. The left sidebar, 'User Admin Navigator', has 'NOTAM Distribution' highlighted with a red box. The main content area shows a table of NOTAM Distribution List entries and a form for recipient information.

Location	To	Company	E-Mail/Fax	Active	Cancelled	Auto Distribution	Last Updated At	Updated By
CPS	Kenai FSS	FAA	Fax: 9072833735	Y	Y	Y	01/17/2012 16:43	Brooke Beets
AAO	Kyle		Fax: 8163292513	Y	Y	Y	02/15/2012 18:51	Kyle LePage
CLT	Narmada	FAA	Fax: 1234567892	Y	Y	Y	12/12/2011 14:57	Narmada Uttia
FAI	Narmada	FAA	Fax: 1234567891	Y	Y	Y	11/12/2011 15:58	Narmada Uttia
Z41	Narmada	FAA	Fax: 1234567892	Y	Y	Y	12/12/2011 14:57	Narmada Uttia
ACY	Ryan Test		PH: 5555555555	Y	N	N	06/07/2012 13:31	Steve Meinders
ANC	Narmada	FAA	Fax: 1234567892	Y	Y	Y	01/17/2012 20:43	Vinod Vallikat
LHD	Narmada	FAA	Fax: 9999999	Y	Y	Y	01/17/2012 20:43	Vinod Vallikat
EFD	Vinod		Fax: 8000000000	Y	N	Y	09/12/2011 19:15	Vinod Vallikat

The form below the table includes fields for Recipient Information (Fax, Phone, EMail), To (Company, Location), and NOTAM Status to transmit (Active, Cancelled). The 'Automatically Notify' checkbox is checked. A 'Send Fax/E-Mail' button is at the bottom.

NOTE: “NOTAM Status to Transmit” is used for Third Party notification of NOTAM Activation and Cancellation. NOTAM Manager will generate a fax (maximum of one fax number) or email (unlimited) to Third Parties after a NOTAM number is assigned and the NOTAM status is “Active.” The information will include:

- Airport Name
- User Name
- User Phone Number
- User fax number (if available)
- NOTAM number
- Domestic NOTAM Text
- Comments (if applicable)
- Date and time of transmission

NOTE: Only your Airport’s Distribution List will be accessible to you.

Figure 14: NOTAM Distribution Automatic/On-Demand Option

This screenshot is similar to Figure 13, showing the NOTAM Manager interface. The 'NOTAM Distribution' menu item in the left sidebar is highlighted with a red box. The main content area shows the same table of NOTAM Distribution List entries and the recipient information form. In this form, the 'Turn Off Automatic Distribution' checkbox is highlighted with a red box.

- The Administrator can select between an automatic and on-demand distribution option. The default option is Automatic, which means a separate fax or email is sent out by the system automatically each time a NOTAM is issued or cancelled. If you prefer this option, make sure the “Turn Off Automatic Distribution” is unchecked.
- When using the On-Demand option, fax/email will not be sent out automatically. Instead it will be collected and stored until the Administrator manually presses the “Send Fax/Email button”. If you prefer this option, make sure the “Turn Off Automatic Distribution” is checked. The benefit of using the On-Demand option is that in place of sending one fax/email per NOTAM, the system will combine all the NOTAMs that have not been distributed and include them in one fax/email. This has the potential to reduce the number of faxes/emails the user receives.

NOTE: Once you make a selection between Automatic vs On-Demand, that option will remain in place until the Administrator changes the selection.

Figure 15: NOTAM Distribution: Automatically Notify

The screenshot shows the NOTAM Manager interface. At the top, there is a navigation bar with links for NOTAM Manager, Feature Manager, User Administration, My Profile, Preferences, Feedback, Help, and Logout. The user is logged in as 'Digital - AIM | NOTAM - Manager' with the name 'Brooke Beets' and the date 'JUN 7 2012 THU 2051 UTC'. On the left, there is a 'User Admin Navigator' with options like Approve Users, Unlock Users, NOTAM Distribution, and Archive Reports. The main area displays a 'NOTAM Distribution List' with columns for Location, To, Company, EMail/Fax, Active, Cancelled, Auto Distribution, Last Updated At, and Updated By. Below the list is a form for adding or editing a recipient. The form includes fields for Fax, Phone, and EMail, and a dropdown for Location. There are checkboxes for 'Active', 'Cancelled', and 'Automatically Notify' (which is checked). A red box highlights the 'Turn Off Automatic Distribution' checkbox, which is currently unchecked. At the bottom of the form, there is a 'Send Fax/Email' button and a note: 'Note: Send Fax/Email will notify all automatic EMail/Fax recipients of any new NOTAMs or canceled NOTAMs since the last on-demand notification.'

Location	To	Company	EMail/Fax	Active	Cancelled	Auto Distribution	Last Updated At	Updated By
CPS	Kenai FSS	FAA	Fax: 9072833735	Y	Y	Y	01/17/2012 16:43	Brooke Beets
AAO	Kyle	FAA	Fax: 8163292513	Y	Y	Y	02/15/2012 18:51	Kyle LePage
CLT	Narmada	FAA	Fax: 1234567892	Y	Y	Y	12/12/2011 14:57	Narmada Uttla
FAI	Narmada	FAA	Fax: 1234567891	Y	Y	Y	11/12/2011 15:58	Narmada Uttla
Z41	Narmada	FAA	Fax: 1234567892	Y	Y	Y	12/12/2011 14:57	Narmada Uttla
ACY	Ryan Test	FAA	PH: 5555555555	Y	N	N	06/07/2012 13:31	Steve Meinders
ANC	Narmada	FAA	Fax: 1234567892	Y	Y	Y	01/17/2012 20:43	Vinod Vallikat
LHD	Narmada	FAA	Fax: 9999999	Y	Y	Y	01/17/2012 20:43	Vinod Vallikat
EFD	Vinod	FAA	Fax: 8000000000	Y	N	Y	09/12/2011 19:15	Vinod Vallikat

- When populating the NOTAM Distribution list the Administrator has the option to select “Automatically Notify” for each recipient. This will ensure that each recipient is sent an email or fax once the NOTAM has been issued or cancelled.
- If the recipient does not want to be automatically notified each time a NOTAM is submitted or cancelled, uncheck the “Automatically Notify” box when entering the recipient’s information. The information for all third parties that do not automatically receive the NOTAMs will be stored in a list and will be available in the NOTAM Details Pane of each NOTAM.

Figure 16: NOTAM Distribution: Automatically Notify

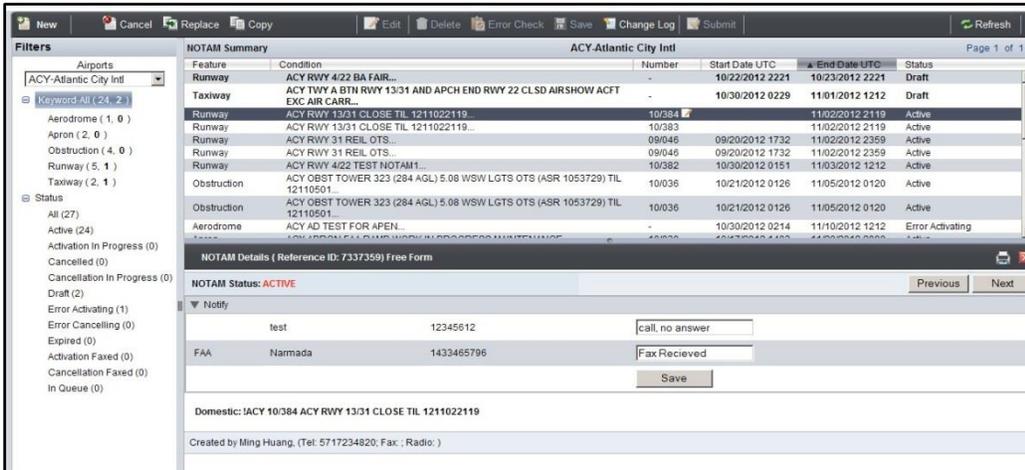
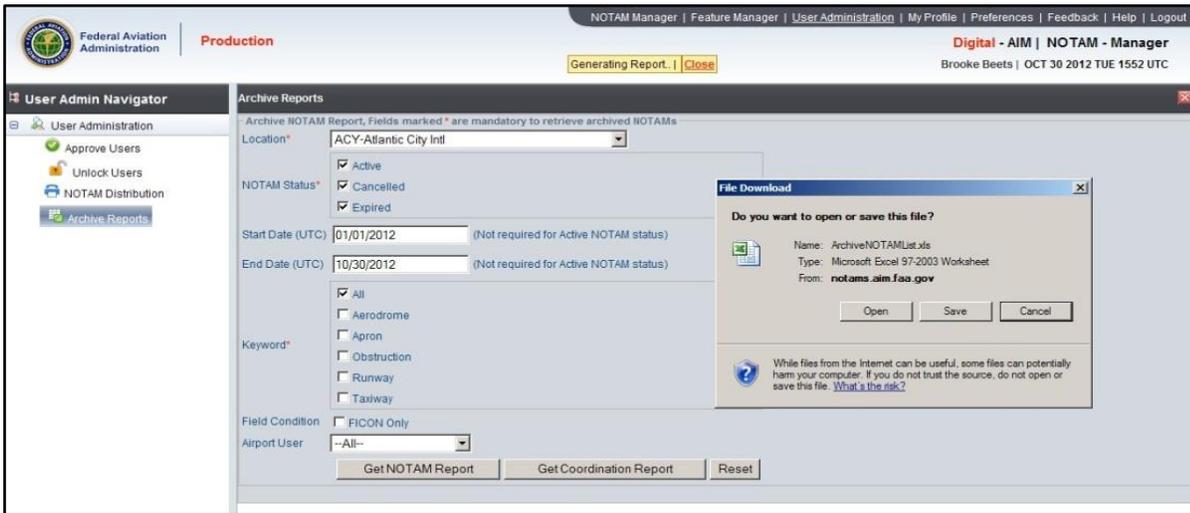


Figure 17: Archive Report Request



NOTE 1: NOTAM Archive Report enables the User to request archived NOTAMs (issued, cancelled, and expired) for a minimum of 1 day and to a maximum of 13 months. The User can also request additional reports sorted by NOTAM originator, activation date/time, expiration time, NOTAM keyword and Field Condition (FICON only). These reports can be downloaded for immediate utilization, saved, or printed.

NOTE 2: NOTAMs available for archiving will only be those issued, cancelled and expired since transitioning to DoD NOTAM Manager.

NOTE 3: The NOTAM Coordination Report will also display in an excel spreadsheet format. It will display any coordination recorded within the “Notify” list.

Figure 18: Archive Report Results

NOTAM Nc	Keyword	Start Date UTC	End Date UTC	Issue Date	Status	NOTAM Text	NOTAM Originator	Cancelled By	Cancelled Date	Cancellation Notes	Activation Notes
10/302	RVVY	2012-10-18 1348	2012-10-25 0600	2012-10-18 1348	Expired	IACY 10/302 ACY RVVY 13/31 CONST AREA ADJ VEF 1210181348-1210250600	Jennifer Dady				
10/289	AD	2012-10-17 2001	2012-10-20 1212	2012-10-17 2001	Cancelled	IACY 10/289 ACY SVC ATIS 1211 CMSN VEF 1210172001-1210201212	Vinod Vallikar	Narmada Uthla	2012-10-18 0314	Replaced	
10/303	RVVY	2012-10-18 1349	2012-10-26 0600	2012-10-18 1349	Cancelled	IACY 10/303 ACY RVVY 4/22 CLSD VEF 1210181349-1210260600	Jennifer Dady	Jennifer Dady	2012-10-18 1350	Replaced	
10/304	RVVY	2012-10-18 1350	2012-10-26 0600	2012-10-18 1350	Cancelled	IACY 10/304 ACY RVVY 4/22 CLSD VEF 1210181350-1210260600	Jennifer Dady	Jennifer Dady	2012-10-18 1350		testing of whether or not ASR 1253314 duplicate issue
10/305	OBST	2012-10-18 1452	2012-11-02 1452	2012-10-18 1452	Active	IACY 10/305 ACY OBST TOWER 175 (124 AGL) 0.6 SSE LGTS DTS (ASR 1253314) VEF 1210181452-1211021452	Shaelyn Hales				
10/297	AD	2012-10-18 0314	2012-10-20 1212	2012-10-18 0314	Cancelled	IACY 10/297 ACY SVC ATIS 1211 CMSN VEF 1210180314-1210201212	Narmada Uthla	Joseph Reid	2012-10-18 0648	Hazard no longer exists.	
10/299	TVVY	2012-10-18 1327	2012-10-18 1327	2012-10-18 1327	Cancelled	VEF 1210181327	Jennifer Dady	Jennifer Dady	2012-10-18 1343		
10/300	RVVY	2012-10-18 1344	2012-10-26 0600	2012-10-18 1344	Expired	IACY 10/300 ACY RVVY 4/22 CLSD VEF 1210181344-1210260600	Jennifer Dady	Jennifer Dady			
10/340	RVVY	2012-10-23 1957	2012-10-26 1200	2012-10-23 1957	Cancelled	IACY 10/340 ACY RVVY 22 THR DSPLCD 150 NONPRECISION MARKINGS VEF 1210231957-1210261200	Corinne White	Corinne White	2012-10-23 2017	Replaced	
10/335	RVVY	2012-10-23 1812	2012-10-30 1400	2012-10-23 1812	Expired	IACY 10/335 ACY RVVY 13/31 CLSD VEF 1210231812-1210301400	Corinne White				
10/334	TVVY	2012-10-23 1425	2012-10-30 1430	2012-10-23 1425	Expired	IACY 10/334 ACY TVVY C OPEN EXCAVATION BTN RVVY 13/31 AND TVVY B BARRICADED VEF 1210231425-1210301430	Corinne White				
10/336	RVVY	2012-10-23 1830	2012-10-27 0400	2012-10-23 1830	Expired	IACY 10/336 ACY RVVY 13/31 CLSD ACFT WINGSPAN GTR THAN 150 VEF 1210231830-1210270400	Corinne White				
10/341	APRON	2012-10-23 2011	2012-10-24 2011	2012-10-23 2011	Expired	IACY 10/341 ACY APRON COMMERCIAL RAMP FICDN PTCHY THRU PONDING I VEF 1210232011-1210242011	Corinne White				
10/342	TVVY	2012-10-23 2016	2012-11-10 0500	2012-10-23 2016	Active	IACY 10/342 ACY TVVY ALL RVVY LOCATION SIGN UNLGTD 2016-0500 TUE/THU/SAT/SUN VEF 1210232016-1211100500	Corinne White				
10/301	RVVY	2012-10-18 1345	2012-10-26 0600	2012-10-18 1345	Cancelled	IACY 10/301 ACY RVVY 4/22 CLSD VEF 1210181345-1210260600	Jennifer Dady	Ryan Forster	2012-10-23 1407		
10/337	RVVY	2012-10-23 1843	2012-10-26 1200	2012-10-23 1843	Expired	IACY 10/337 ACY RVVY 13/31 CLSD ACFT WINGSPAN GTR THAN 150 VEF 1210231843-1210261200	Corinne White				
10/338	AD	2012-10-23 1929	2012-10-25 1929	2012-10-23 1929	Expired	IACY 10/338 ACY SVC ARFF I NOW INDEX B VEF 1210231929-1210251929	Corinne White				
10/339	RVVY	2012-10-23 1942	2012-10-26 1220	2012-10-23 1942	Expired	IACY 10/339 ACY RVVY 4/22 CLSD ACFT WINGSPAN GTR THAN 150 VEF 1210231942-1210261220	Corinne White				
10/343	RVVY	2012-10-23 2017	2012-10-26 1200	2012-10-23 2017	Expired	IACY 10/343 ACY RVVY 22 THR DSPLCD 200 NONPRECISION MARKINGS VEF 1210232017-1210261200	Corinne White				
10/386	RVVY	2012-10-31 0000	2012-11-01 0001	2012-10-30 1536	Active	IACY 10/386 ACY RVVY 13/31 PCL CMSN KEY 104 7 TIMES HIGH/5 TIMES MED/3 TIMES LOW INTST	Rebecca Gaff				test-rg

- Information provided in Archive reports includes Keyword, Start/End Dates UTC, Status, Message Traditional (NOTAM message), NOTAM Originator, Last Updated User, Cancelled by, and Cancellation Date.

Figure 19: My Profile



- My Profile Tab** – Is used to set up the User’s profile which is attached to any actions that the User performs. (The grayed out boxes can only be changed by the programmers).

Name: Eugene Fisher | User ID: eugene.fisher.1@us.af.mil | IP Address: 132.3.49.68 | [Change Password](#)

All fields marked (*) are required.

Job Title* Organization*

First Name* Last Name*

Rank Email*

Phone Number* Fax Radio MHz

Street 1* Street 2

City* State Country* Zip Code

Assign Accountability: *

[Change Password](#)

- Used to update the following fields:
 - Job title
 - Organization
 - First and Last Name
 - Phone number and Fax Number
 - Work Address
 - Add location(s) for NOTAM issuance

Figure 20: Change Password

Change Password

A password must have:

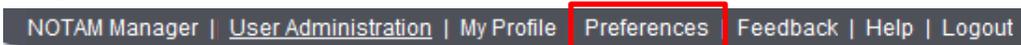
- 8 Characters or more
- At least one Letter
- At least one Number
- At least one special character (e.g., !@#%&^*)
- Both passwords typed below must match

New Password *

Retype New Password *

- Under "My Profile" select "Change Password" in either the upper right corner or bottom left corner of the screen. Follow instructions provided at the bottom of the page, click Submit.

Figure 21: Preferences



- d. **Preferences Tab** – When selected, Preferences Pane will appear.

Preferences

Show Map

Show Pagination Limit rows

Display NOTAMs Cancelled or Expired within the past days.

Display the Alert icon when the NOTAM expires within hours.

Set default Location:

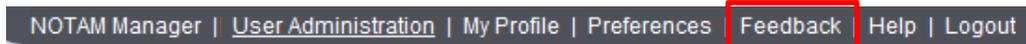
Undock Translation window by default

- Show Map – Displays an airport diagram and highlights in red, the surface (aerodrome, runway, taxiway, etc.) that User selects to issue a NOTAM for.
- Show Pagination – Shows number of NOTAMs by rows to be displayed per page if Pagination is selected.
- Display NOTAMs Cancelled/Expired – User may select the number of days by which cancelled or expired NOTAMs will be displayed in the NOTAM
- Summary Pane. For example, if the User chooses to view a NOTAM that was cancelled 10 days ago and the User is not currently viewing any cancelled NOTAMs, the User can change this setting to a number greater than 10 and the cancelled NOTAM will then be displayed. Cancelled/Expired NOTAMs may be displayed up to a maximum of 30 days.
- Display the Alert icon when the NOTAM expires – maximum of 48 hours (See Figure 29).
- Set Default Location – If responsible for issuing NOTAMs on multiple airfields, you may select which airfield will display when logging into NOTAM Manager.
- Undock Translation Window – When creating a New NOTAM a translator window

displays on the right hand side. If this box is unchecked the translator window can be moved around the page.

NOTE: To avoid degradation of the system, set Preferences to Show Pagination Limit 25-30 NOTAMs per page

Figure 21: Feedback



e. **Feedback** – Suggestions or concerns about the NOTAM Manager application can be submitted to the programming/development and deployment/training team. The feedback is reviewed and a response is forwarded to the user via telephone or email.

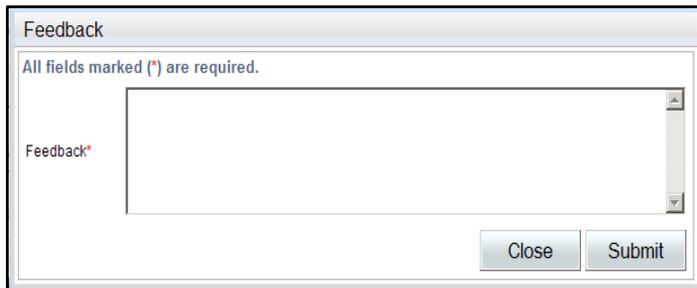
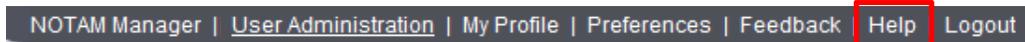
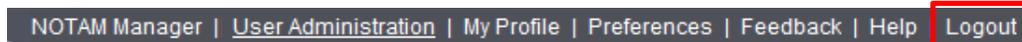


Figure 22: Help

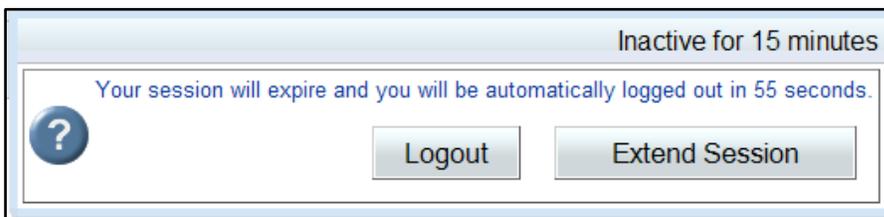


f. **Help Tab** – When selected, this Online User’s Manual will be displayed.

Figure 23: Logout



g. **Logout Tab** – Select Logout of the Application after the User’s work has been completed. This should be done each time the User leaves assigned work area to ensure that no one else enters a NOTAM using their Profile. After 15 minutes of idle time, the system will automatically log off. Before logging the User off, the system will generate a 60 second warning. To extend the session, select “Extend Session”, or select “Logout” to end the session.



CHAPTER 4

ACTION TOOLBAR

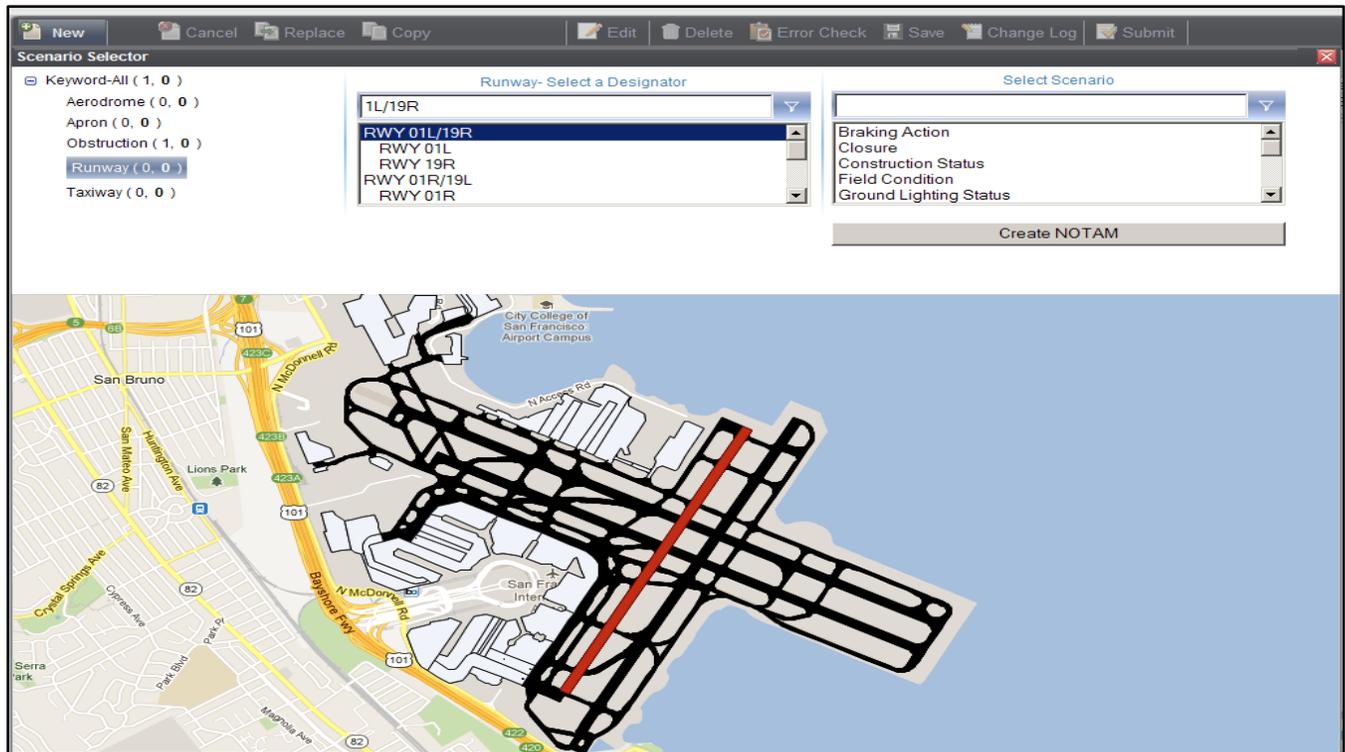
Figure 24: Action Toolbar



1. Action Toolbar

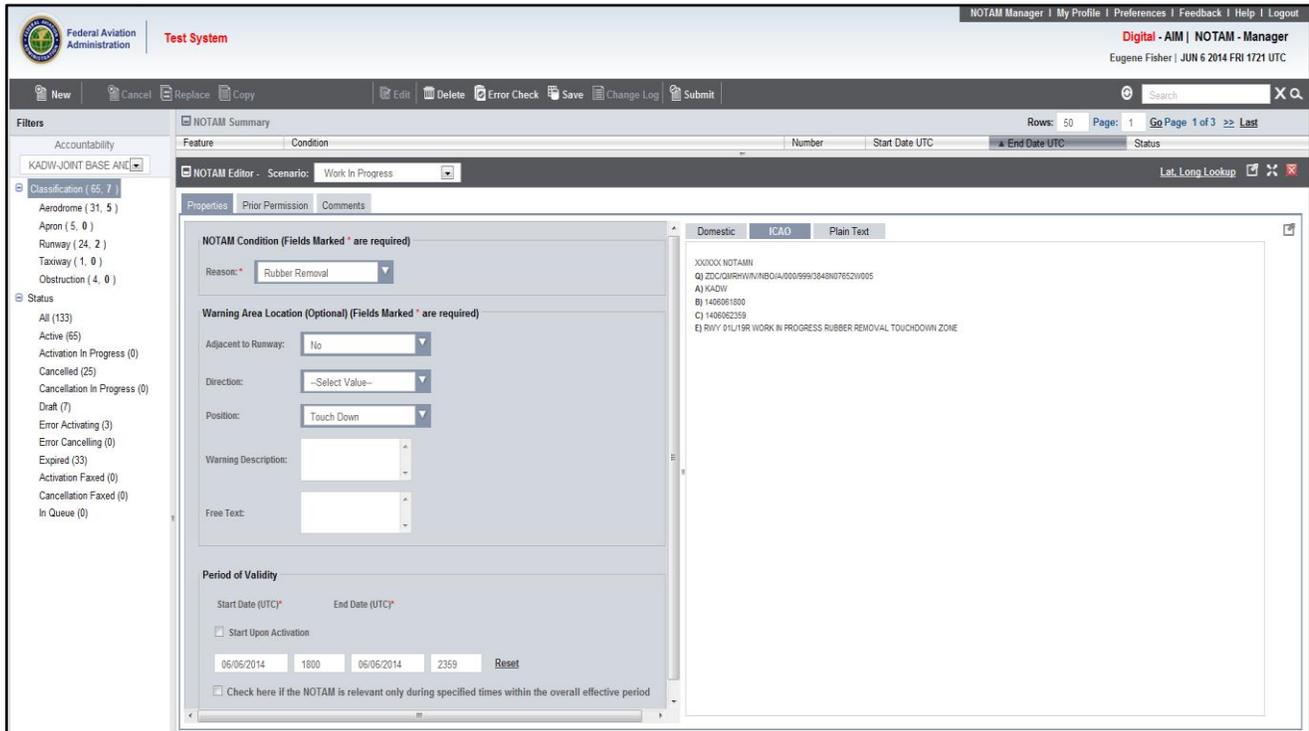
- The Action Toolbar is located above the NOTAM Summary and Airport Pane(s). The tabs are horizontally placed across the pane and their background is a dark blue.
- The action tabs are presented in four groups that are separated by a pipe (|). The groupings are based on the status of the NOTAM to which the action tab applies (i.e. published or draft NOTAMs).
- The New action tab can be used to create a new NOTAM. The New tab is located on the far left side of the Action Toolbar. To begin creating a new NOTAM, click the New tab. The resulting pop-up window, called the Options Screen, contains three columns and displays the Airport Layout below the three columns (Show Map: previously checked in Preferences).

Figure 25: Options Screen



- The three columns allow selection of the Keyword (left side), Designator (center), and Scenario (right side) of the NOTAM the User is creating.
- Once the User has selected a Keyword, Designator, and Scenario, User selects **Create NOTAM**. This will open the NOTAM Editor Pane. Populate the necessary NOTAM information in the fields provided. The window on the right (translation window) will display the NOTAM the User is creating as the information is entered. The translation window allows the User to display the NOTAM in three formats: Domestic (FAA legacy), ICAO, and Plain Language. The current selected format is highlighted in blue.

Figure 26: NOTAM Editor Pane



NOTE 1: The fields provided in the NOTAM Editor Pane will vary based on the scenario selected. Scenario allows the User to create a NOTAM more efficiently by limiting the data entry fields to only those relevant to that particular NOTAM event.

NOTE 2: When a keyword in the options screen is selected, NOTAM Manager automatically populates with specific features associated with the selected keyword.

2. The Cancel, Replace, and Copy tabs apply only to published (Active, Expired, or Cancelled) NOTAMs.

- The **Cancel** action tab is used to cancel an existing active NOTAM. To cancel an active NOTAM, select the appropriate active NOTAM in the NOTAM summary and select Cancel. The resulting pop-up **Confirmation** Pane asks the User to

confirm the cancellation and as an option, to enter a reason. To proceed with the cancellation of the selected NOTAM, click the **Proceed with CANCEL** tab. To discontinue the cancellation, click the **Ignore** tab.

NOTE: If NOTAM is in “Activation in Progress” status, it cannot be cancelled.

b. The **Replace** action tab is used to replace an existing NOTAM by canceling a NOTAM and creating a new one in its place with a new NOTAM number, all in one step. The **Replace** tab is used to replace only active NOTAMs. To replace a NOTAM, select an active NOTAM in the NOTAM Summary. Click the **Replace** tab. The resulting pop-up **Confirmation** Pane allows the User to continue with the replacement or return to the NOTAM Summary. To replace the NOTAM, click the **Proceed with REPLACE** tab. To return to the NOTAM Summary without replacing the NOTAM, click the **Ignore** tab.

c. The **Copy** action tab is used to create a new NOTAM from an active, cancelled or, expired NOTAM. To copy a NOTAM, select the NOTAM in the NOTAM Summary and click the **Copy** tab. This creates a copy of the NOTAM that can be modified, discarded, saved, checked for errors, or submitted to the USNS. To return to the NOTAM Summary without action, click the red X in the upper right hand corner.

3. The Edit, Delete, Error Check, Save and Submit tabs.

a. The **Edit** action tab is used to edit a draft NOTAM. To edit a draft NOTAM, select the NOTAM from the NOTAM Summary, click **Edit** and make the desired changes.

b. The **Delete** action tab can only be used to delete a draft NOTAM. To delete a NOTAM draft, select the draft in the NOTAM Summary and click the Edit tab. Select Delete and a confirmation window will appear. Select Delete to continue or cancel to allow for additional edits.

c. The **Error Check** tab reviews the draft or New NOTAM for errors against established business rules. For example, the **Error Check** function not only checks the start and end time, but all required pieces of the NOTAM – most importantly status. A NOTAM is automatically sent through error check before submitting to the USNS. To check a draft for errors, first open the draft then click the Edit tab. Once the **NOTAM Editor** window opens, click the **Error Check** tab. If the draft is free of errors in logic, a **Confirmation** Pane will pop-up saying, “No Errors found!” To return to the **NOTAM Editor**, click the **Close** tab. The NOTAM remains draft until “Submit” is selected.

NOTE: NOTAM will not be accepted into the US NOTAM system until errors are corrected.

- d. The **Save** tab works for new NOTAMs that are in the process of being built. Once Save is selected the NOTAM will be saved as a Draft.

- e. **Change Log** allows the user to view all actions that have taken place concerning a particular NOTAM. By selecting a NOTAM in the Summary Pane and clicking the **Change Log** tab, an information box will display changes including date, time, what activity took place and who initiated the action and any comments created for that NOTAM. The **View Change Log** tab can be utilized to view changes for all NOTAMs.

- f. **Submit** action tab is used to submit NOTAMs to the USNS for activation. The tab is available and works when the NOTAM Editor is open. The **Submit** tab also performs the same error checking as the **Error Check** tab before allowing for submission of the NOTAM. A **Confirmation** window allows the User to continue with submission and activation or to return to the **NOTAM Editor**. To return to the NOTAM Editor, click the **No** tab. To continue with submission and activation click the **Yes** tab. A second **Confirmation** pop-up will appear with the resulting NOTAM and contact information for the NOTAM Issuer.

- g. **Page** displays the number of pages of NOTAMS that are available. When there is more than one page of NOTAMS, arrow heads are used to page forward or back.

- h. **Refresh** action tab refreshes a NOTAM Summary Pane.

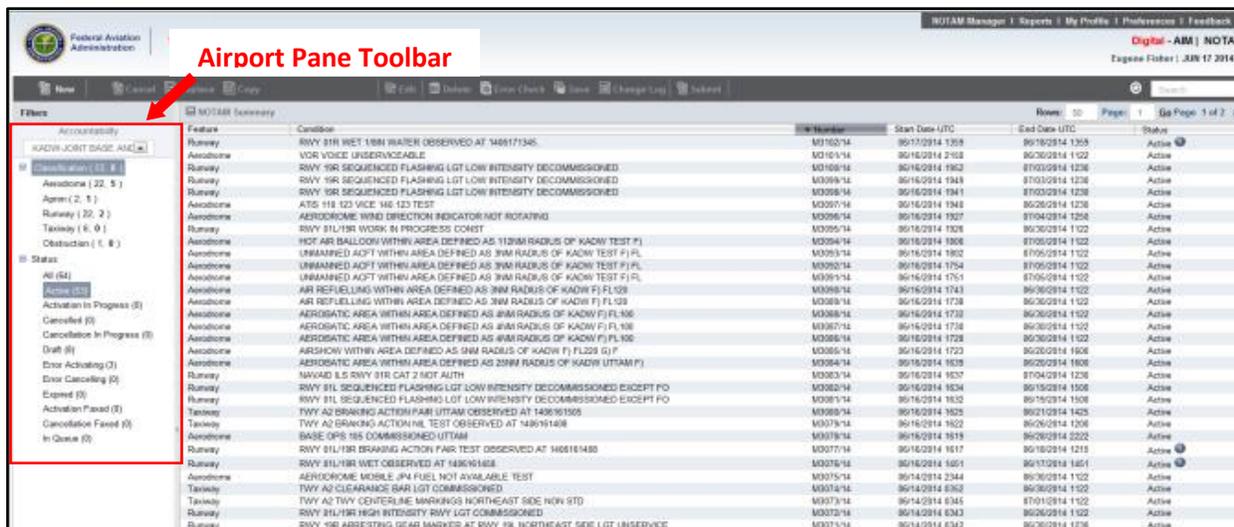
CHAPTER 5

AIRPORT PANE

1. Airport Pane

- The Airport Pane is located on the left side of the NOTAM Manager window.

Figure 27: Airport Pane



2. The Airport Pane allows the User to choose the selected airport and sort NOTAMs in the NOTAM Summary Pane.

- The only airports that are provided as choices are those for which the User has official NOTAM Issuer responsibilities. The Airport Pane can also be used to filter the NOTAMs in the NOTAM Summary by keyword. If a particular Keyword is selected, the NOTAM Summary Pane will display only those NOTAMs with that particular Keyword (i.e. Runway NOTAMs), making it easier to find a specific NOTAM. The user can also sort the NOTAMs by Status (i.e. Active or Cancelled).

3. Contents

- Each Keyword is followed by two numbers separated by a “/”. The number to the left of the “/” (forward-slash) is the number of active NOTAMs for that keyword at the selected airport. The bold number on right of the “/” (forward-slash) is the number of draft NOTAMs for that keyword at the selected airport.

4. Using Airport Pane

- Users with NOTAM Issuer rights to multiple airports may change the airport for which NOTAMs are displayed by selecting the desired airport from the drop down list.

- To hide the Airport Pane, click the bars on the divider between the Airport Pane and the NOTAM Summary in the middle of the page (III). This will collapse the Airport Pane on the left side of the screen. To unhide the Airport Pane, click the bars on the left again.
- The Airport Pane is expanded by default to show all available keywords for the selected airport. To decrease detail on the Airport Pane (i.e., hide all the keywords), click on the “minus” sign next to the word Keyword or Status. To show the keywords again, click the “plus” sign next to the word Keyword or Status.

5. NOTAM Status Tool

(The Status of a NOTAM will be displayed in both the Airport Pane and the NOTAM Summary Pane)

- The **Status** column indicates the current state of a NOTAM and its relationship to the USNS. The list below describes possible entries in the Status column. This feature gives the User greater flexibility in filtering NOTAMs.
 - “ALL” indicates the total number of NOTAMs.
 - “Active” status indicates a NOTAM is currently in effect in the USNS.
 - “Activation in Progress” status indicates a NOTAM is in the queue to be activated by USNS.
 - This will occur only for Free Form NOTAMs.
 - “Cancelled” status indicates a NOTAM has been manually de-activated or removed from the USNS prior to its end time by a NOTAM Issuer.
 - “Cancellation in Progress” status indicates a NOTAM is in the queue to be cancelled by the FSS. This will occur only for Free Form NOTAMs.
 - “Draft” status indicates a NOTAM has been created but has not yet been submitted to the USNS for activation.
 - “Error Activating” status indicates there was an error generated by the USNS or FSS when the NOTAM was submitted. The User must correct the error and submit the NOTAM again.
 - “Error Cancelling” status indicates there was an error generated by the USNS or FSS when the NOTAM was cancelled. The User must cancel the NOTAM again.
 - “Expired” status indicates a NOTAM that was active until its end time, at which time the NOTAM was automatically deactivated both by the NOTAM Manager Application and by the USNS.
 - “In Queue” status indicates NOTAM has been submitted with a start time beyond 72 hours, and the NOTAM has been put in Queue, requiring manual submission when start time is within 72 hours.

CHAPTER 6

NOTAM SUMMARY PANE

1. Purpose

- The NOTAM Summary serves two functions:
 - As a managing tool, it provides a status of Active, Draft, Cancelled, and Expired NOTAMs on which the User can take action.
 - As a navigation tool, allowing the User to open a NOTAM to view details, or to find a NOTAM by using the sorting function.

Figure 28: NOTAM Summary Pane

NOTAM Summary						Rows: 60	Page: 1	Go Page 1 of 3 >> Last
Feature	Condition	Number	Start Date UTC	End Date UTC	Status			
Taxiway	TWY A2 CONST AREA	M3127/14	06/23/2014 1611	07/18/2014 2335	Active			
Aerodrome	AERODROME BEACON UNSERVICEABLE	M0233/14	06/23/2014 1748	07/08/2014 1748	Active			
Aerodrome	NAVAID ADW DME DECOMMISSIONED	M3152/14	06/25/2014 1836	07/05/2014 2321	Active			
Aerodrome	[US DOD PROCEDURAL NOTAM] IFR TAKE-OFF MINIMUMS AND (OBSTACLE) DEPART	V0059/14	06/25/2014 1822	07/05/2014 2234	Active			
Apron	113 RAMP OPEN EXCAVATION NORTHEAST EDGE BARRICADED	M3160/14	06/25/2014 1915	07/05/2014 1950	Active			
Aerodrome	AERODROME BEACON UNSERVICEABLE	06/230	06/20/2014 1914	07/05/2014 1914	Active			
Aerodrome	AERODROME BEACON UNSERVICEABLE	06/229	06/20/2014 1912	07/05/2014 1912	Active			
Aerodrome	AERODROME BEACON OBSCURED NORTHEAST SIDE	06/227	06/20/2014 1903	07/05/2014 1903	Active			
Aerodrome	COMMAND POST 250.01 COMMISSIONED	M3143/14	06/25/2014 1752	07/05/2014 1515	Active			
Apron	113 RAMP WORK IN PROGRESS CONTROLLED BURN/HEAVY SMOKE ADJACENT EAST E	M3164/14	06/25/2014 1939	07/05/2014 1515	Active			
Aerodrome	HAZARDOUS INFLIGHT WEATHER ADVISORY SERVICE UNRELIABLE	M3147/14	06/25/2014 1804	07/05/2014 1415	Active			
Aerodrome	AERODROME RAINY	M3157/14	06/25/2014 1851	07/05/2014 1254	Active			
Aerodrome	AERODROME FRICTION MEASURING EQUIPMENT UNSERVICEABLE	M3146/14	06/25/2014 1802	07/05/2014 1234	Active			
Aerodrome	AUTOMATED WEATHER BROADCAST SYSTEM TEMPERATURE 123.24 COMMISSIONED	M3136/14	06/25/2014 1635	07/05/2014 1230	Active			
Aerodrome	AERODROME OFFICIAL BUSINESS ONLY RRR	M3153/14	06/25/2014 1837	07/05/2014 1221	Active			
Aerodrome	AERODROME OPEN EXCAVATION NORTHEAST SIDE	M3142/14	06/25/2014 1750	07/05/2014 1218	Active			
Aerodrome	AUTOMATED SURFACE OBSERVING SYSTEM 100.25 VICE 250.25	M3134/14	06/25/2014 1633	07/05/2014 1216	Active			
Aerodrome	[US DOD PROCEDURAL NOTAM] STANDARD INSTRUMENT ARRIVAL (STAR) COMPLETE	V0060/14	06/25/2014 1849	07/05/2014 1215	Active			
Aerodrome	AERODROME BEACON GREEN OBSCURED NORTH SIDE	M3138/14	06/25/2014 1638	07/05/2014 1215	Active			
Aerodrome	BASE OPS OPERATING HOURS NOW	M3132/14	06/25/2014 1631	07/05/2014 1215	Active			
Aerodrome	SURFACE MOVEMENT RADAR/SECONDARY SURVEILLANCE RADAR UNSERVICEABLE	M3150/14	06/25/2014 1821	07/05/2014 1215	Active			

2. Content

- The NOTAM Summary lists the active, draft, cancelled, and expired NOTAM data for the selected airport in six columns. NOTAMs can be sorted by any one of the columns.

3. Column Headers

- The column headers at the top of the NOTAM Summary are labels that explain the information in that column. The six columns are:
 - Feature
 - Condition
 - Number
 - Start Date UTC
 - End Date UTC
 - Status

- The Feature column contains the keyword associated with the NOTAM, and is based on the keywords as defined in FAA Order 7930.2. There are six possible entries:
 - Aerodrome
 - Apron
 - Obstruction
 - Runway
 - Taxiway

NOTE: Apron and Ramp are combined in NOTAM Manager, although they are listed as separate keywords in FAA policy. “Service” keyword NOTAMs can be found under the Aerodrome keyword.

- The **Condition** column contains the NOTAM text in domestic format.
- The Number column contains the NOTAM Number after being assigned by the USNS.
- This symbol  may appear following the NOTAM number indicating the NOTAM has been edited by a Third Party (Free Form NOTAMs Only - See Figure 29).
- The **Start Date UTC** column contains the effective date/time of the NOTAM (when it begins), and is listed in UTC time. This field may be blank for draft NOTAMs.
- The **End Date UTC** column contains the expiration date/time of the NOTAM and is listed in UTC. This field may be blank for draft NOTAMs.
- The **Status Column** (utilized by both the NOTAM Summary and the Airports Pane), indicates the current state of a NOTAM in the Summary and its relationship to the USNS.
 - Active NOTAMs are displayed in normal text.
 - Draft NOTAMs are displayed in bold type.
 - Cancelled NOTAMs are displayed with a horizontal line through the text.
 - Expired NOTAMs are displayed in light gray text with a horizontal line through the text.
 - Free Form NOTAMs will have “Activation in Progress”, “Activation Faxed”, “Cancellation in Progress”, or “Cancellation Faxed when there is intervention by the FSS.
 - NOTAMs that will expire within 2-48 hours are displayed with a blue circle with an exclamation point in it:

Figure 29: NOTAM Expire Alert Icon

NOTAM Summary		ACY-Atlantic City Intl			Page 1 of 3 >>
Feature	Condition	Number	Start Date UTC	End Date UTC	Status
Runway	ACY RWY 13/31 CLSD...	10/388			Active
Apron	ACY APRON A CLSD...	40406			Cancelled
Runway	ACY RWY 13/31 CLSD...	11/067			Active
Aerodrome	ACY AD ABN INTMIT...	-	11/14/2012 1230	11/29/2012 1230	In Queue
Taxiway	ACY TWY A CLSD...	-	11/11/2012 1648	11/15/2012 1200	In Queue 
Aerodrome	ACY AD ABN INTMIT...	11/099	11/08/2012 1644	11/23/2012 1644	Active
Aerodrome	ACY AD ABN INTMIT...	11/098	11/08/2012 1627	11/23/2012 1627	Active
Aerodrome	ACY AD ABN INTMIT...	11/097	11/08/2012 1620	11/23/2012 1620	Active
Aerodrome	ACY AD ABN INTMIT...	11/096	11/08/2012 1550	11/23/2012 1550	Active
Runway	ACY RWY 4/22 CLSD REPLACING 11/085 (7492503)...	11/095	11/08/2012 0252	11/10/2012 1250	Active 
Runway	ACY RWY 13/31 CLSD REPLACING 11/083 (7492395)...	11/094	11/08/2012 0251	11/10/2012 1250	Active 
Runway	ACY RWY 4/22 BA FAIR...	11/091	11/07/2012 2235	11/08/2012 2235	Active 
Taxiway	ACY TWY A BTN RWY 13/31 AND APCH END RWY 22 BA FAIR...	44/090	44/07/2012 2229	44/09/2012 2229	Cancelled
Runway	ACY RWY 13/31 CONST AREA ADJ...	11/089	11/07/2012 2228	11/30/2012 1213	Active
Runway	ACY RWY 4/22 BA FAIR...	44/080	44/07/2012 2220	44/09/2012 2220	Cancelled
Runway	ACY NAV ILS RWY 22 OTS...	11/087	11/07/2012 2200	11/10/2012 1250	Active 
Runway	ACY RWY 4 REIL OTS...	11/086	11/07/2012 2149		Active
Runway	ACY RWY 4/22 CLSD...	44/065	44/07/2012 2144	44/10/2012 1250	Cancelled
Runway	ACY RWY 4 REIL OTS...	11/084	11/07/2012 2138	11/28/2012 1250	Active
Runway	ACY RWY 13/31 CLSD...	11/075	11/07/2012 1250	11/17/2012 1230	Active
Runway	ACY RWY 4/22 CLSD...	44/062	44/07/2012 0304		Cancelled
Runway	ACY RWY 13/31 CLSD...	44/063	44/07/2012 0259	44/10/2012 1250	Cancelled
Taxiway	ACY TWY C WORK IN PROGRESS...	44/061	44/06/2012 2100	44/07/2012 2000	Expired
Obstruction	ACY OBST TOWER 175 (124 AGL) 0.6 SSE LGTS OTS (ASR 1253314)...	11/080	11/06/2012 1934	11/08/2012 1934	Active 
Obstruction	ACY OBST TOWER 175 (124 AGL) 0.6 SSE LGTS OTS (ASR 1253314)...	11/073	11/06/2012 1934	11/08/2012 1934	Active 
Runway	ACY RWY 13/31 CLSD...	11/076	11/06/2012 1230		Active

1. Access the Preferences tab at the top right corner of NOTAM Manager.
2. In the new “Display the Alert icon when the NOTAM expires within _____ hours set the timeframe in which you want the alerts to display.
3. Select Save.
 - **In Queue ** will appear indicating NOTAM start time is within 72 hours and the NOTAM can be manually activated.

This formatting helps the User analyze the overall status of NOTAMs at a glance. Also, alternating NOTAM entries are highlighted in blue to help guide the User across a single NOTAM line.

NOTE: It is possible to have blank fields in the NOTAM Summary. Blank fields are most likely to be found in draft NOTAMs as drafts are not required to have start or end dates. Also, a NOTAM that has not been activated will not have a NOTAM Number. An active NOTAM will have an entry in each field.

CHAPTER 7

HOW TO USE NOTAM SUMMARY PANE

1. Sorting to find NOTAMs in NOTAM Summary Pane

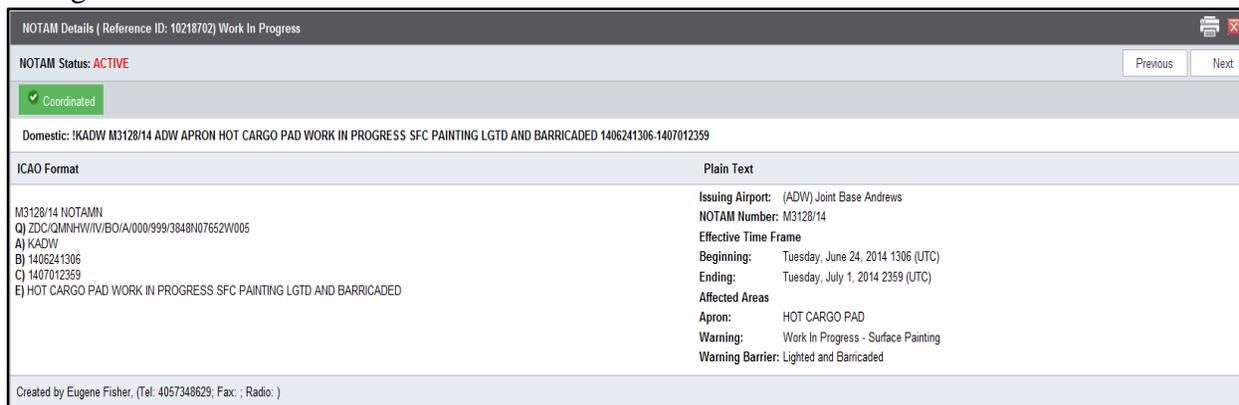
- To sort the list of NOTAMs in the NOTAM Summary Pane, click on the column header and the application will sort by that column. The selected column header will turn blue and display an arrow indicating the direction the NOTAMs are sorted.

2. Opening the NOTAM Details Pane

- To display a specific NOTAM on the NOTAM Details Pane, select the NOTAM of interest from the NOTAM Summary Pane.
- Selecting the NOTAM will display additional details about the NOTAM based on that NOTAM's Status. Selecting an Active, Cancelled, or Expired NOTAM will open the NOTAM Details Pane. Selecting a draft NOTAM opens the NOTAM Editor Pane.

3. NOTAM Details Pane

Figure 30: NOTAM Details Pane



- The NOTAM Details Pane allows the User to view and print details of an Active, Cancelled, or Expired NOTAM.

NOTE: The NOTAM Details Pane will not display for Draft NOTAMs.

5. Contents

- The NOTAM Details Pane shows the status of the NOTAM (i.e. Active, Cancelled, or Expired), as well as the text of the NOTAM in three different formats. These formats are:
 - Domestic (FAA legacy) at the top of the NOTAM Details Pane.
 - ICAO on the lower left side of the pane.
 - Plain Language on the lower right side of the pane.

- The bottom of the NOTAM Details Pane displays the name and contact information of the person who created the NOTAM.
- The NOTAM Details Pane can be resized using the dot in the pane separator between the Details Pane and the NOTAM Summary. Click the dot to grab it, and drag to resize the pane. To close the NOTAM Details Pane click the “X” at the top right of the pane.

6. NOTAM Editor Pane

- The NOTAM Editor Pane opens when a New NOTAM is being created. It will also open below the NOTAM Summary Pane when a draft NOTAM is selected.

Figure 30: NOTAM Editor Pane

7. Purpose

- The NOTAM Editor Pane is used to populate NOTAM information when creating a New NOTAM and for editing draft NOTAMs. When clicking a Draft NOTAM in the NOTAM Summary, a “read only” version of the NOTAM Editor Pane will open. In order to make changes to the “read only” version of the Draft NOTAM, the User must first click the Edit tab to enable editing.

8. Using the NOTAM Editor Pane

- The NOTAM Editor Pane contains data entry fields organized by tabs at the top where the User can enter new information (New NOTAM) or edit existing NOTAM information (Draft NOTAM). On the right side of the screen the NOTAM is displayed in Domestic (FAA Legacy), ICAO, or Plain Language format as it is being built. The current display format is highlighted in blue.

- The NOTAM Editor Pane can be resized using the dot in the divider between the translation window and the NOTAM Summary. Click the dot to grab it, and drag to resize the pane. To close the NOTAM Editor Pane click the “X” at the top right of the pane.

CHAPTER 8

CREATING A NEW NOTAM

New NOTAMs are created when there is NOTAM information that needs to be published that does not already exist in the NOTAM System. New NOTAMs are built using drop down menus. However, if the NOTAM cannot be entered using the existing drop down menu choices, the NOTAM information can be submitted using the Free Form template. (See Chapter 10)

1. Creating a New NOTAM

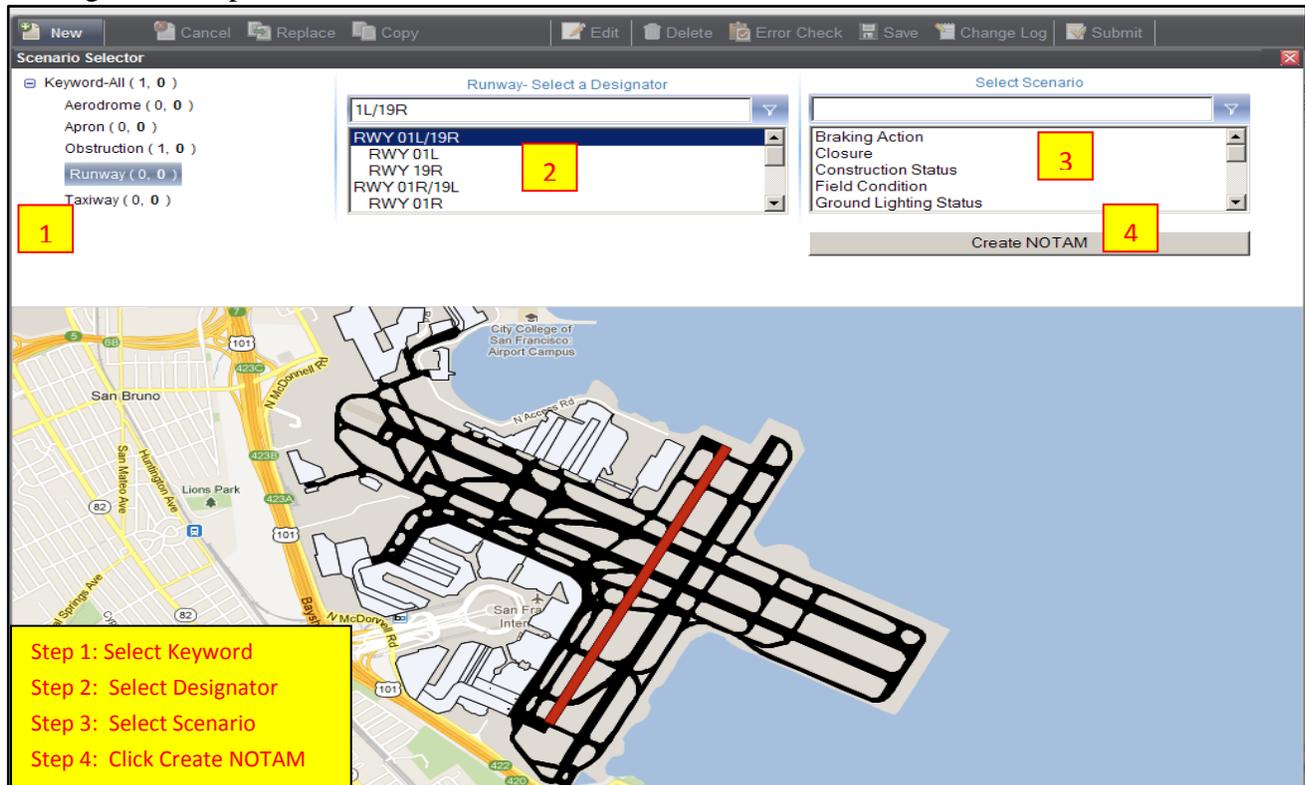
- To create a new NOTAM:
 - a. Click the **New Action tab**

Figure 31: New Action Tab



- b. When the **New** action tab is clicked, the **Options** screen will appear. If the User has selected the Show Map feature in preferences, a map of the airport will be displayed. Users will be required to retype their ICAO into the center column to access their airfield data.

Figure 32: Options Screen



- c. The Keyword Menu will appear. The possible selections are: Aerodrome; Apron/Ramp; Obstruction; Runway; and Taxiway
- d. Select a Keyword from the list. The User's selection is highlighted in blue.
- e. Select a specific Feature from the "Select a Designator" dropdown box. The User's selection will be highlighted in red on the map.
- f. Select a scenario from the "Select Scenario" dropdown box. The User's selection will be highlighted in blue.
- g. Click **Create NOTAM**. The Editor Pane will appear on the screen.

2. Editor Pane

- The Editor Pane provides only the data fields necessary for the User to complete the NOTAM based on the scenario selected. This filtering happens automatically in the background.
 - First, along the top, the User will see a drop down menu that shows the Scenario selected.
 - Second, the User will see a bar with three tabs: Properties, Prior Permission and Comments.

Figure 33: Editor Pane

a. Properties Tab

The dropdown menus change based on the NOTAM being developed. Drop downs may include restrictions, exceptions, construction status, warning barriers, etc.

- **Period of Validity:** This information must be filled out. All NOTAMs require an end date and time (with the exception of Surface Condition/FICONNOTAMs). Time must be entered as UTC.

Figure 34: Period of Validity

- Check Local Time allows the user to compare the UTC time that has been entered to the local time.
- If a NOTAM is active only during a specified time frame check the corresponding box below the date and time boxes. The start and end times will automatically populate.
 - The options under Day are:
 - Weekdays
 - Weekends
 - Daily
 - Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.
 - Selecting options Weekdays, Weekends, and Daily do not require/allow the User to select an end day. The other options Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday require selection of an end day. The end day is often the same as the start day: example: MON 9-5, WED 9-5, FRI 9-5.

NOTE- CAUTION: The schedules of intermittent NOTAMs MUST fall within the activation time frame of the NOTAM, otherwise the NOTAM is never considered “active.” i.e. if the User activates a NOTAM on Saturday 4/17 at 12:00 and end on Sunday 4/18 at 11:00 but the intermittent schedule goes from Monday thru Thursday 08:00 to 17:00 the NOTAM will be activated but never become an effective NOTAM because the Active NOTAM will cancel prior to Monday.

b. Prior Permission Tab

The prior permission tab is for situations where an airfield may be closed, unless the pilot receives prior permission. An example of this is an air show. These events

often close runways and have special procedures for landing based on prior permissions. This tab is the same no matter what scenario the User has chosen.

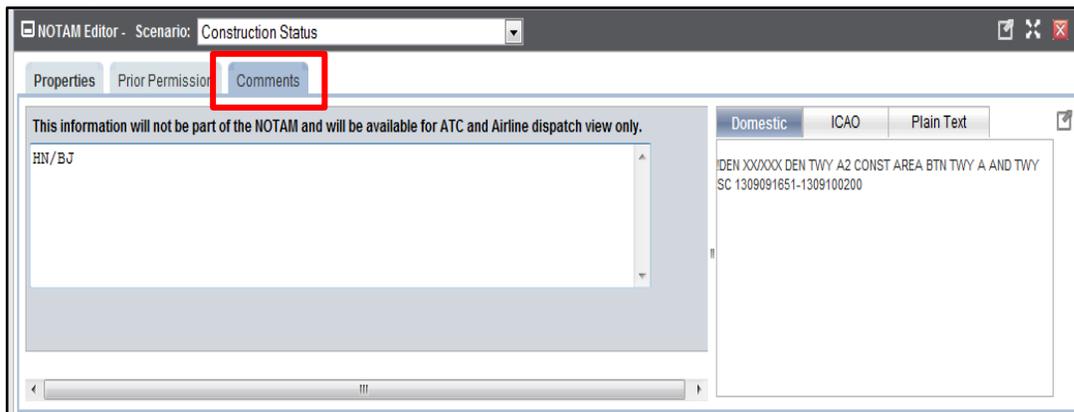
Figure 35: Prior Permission Tab



c. Comments Tab

The Comments Tab may be used for internal purposes at the discretion of the User. This information is not disseminated with the NOTAM and thus is only viewed by those using NOTAM Manager. Comments can be viewed in the Change Log and the NOTAM Archive Report.

Figure 36: Comments Tab



3. NOTAM Submission and Confirmation

- When the Submit tab is selected on the Action Toolbar, a confirmation message is received confirming that activation is intended. The message box contains the NOTAM and the User's contact information. By selecting "Yes" a confirmation message that the NOTAM was submitted appears.

Figure 37: Submit NOTAM



Figure 38: Confirmation Message



When the NOTAM is issued and receives a NOTAM number, a Confirmation Message Box appears. The NOTAM shows up highlighted on the NOTAM Summary Pane and the NOTAM Details Pane opens displaying the NOTAM with the assigned USNS number.

Figure 39: Submission Notice

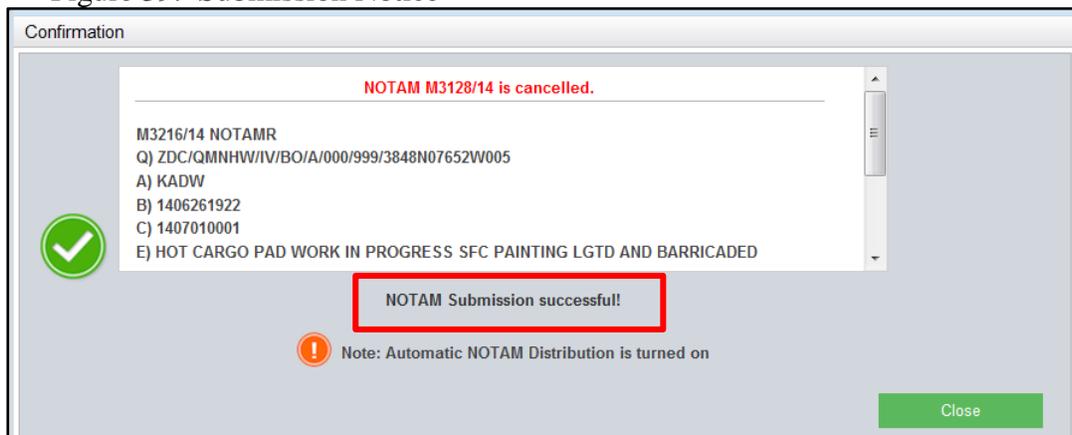
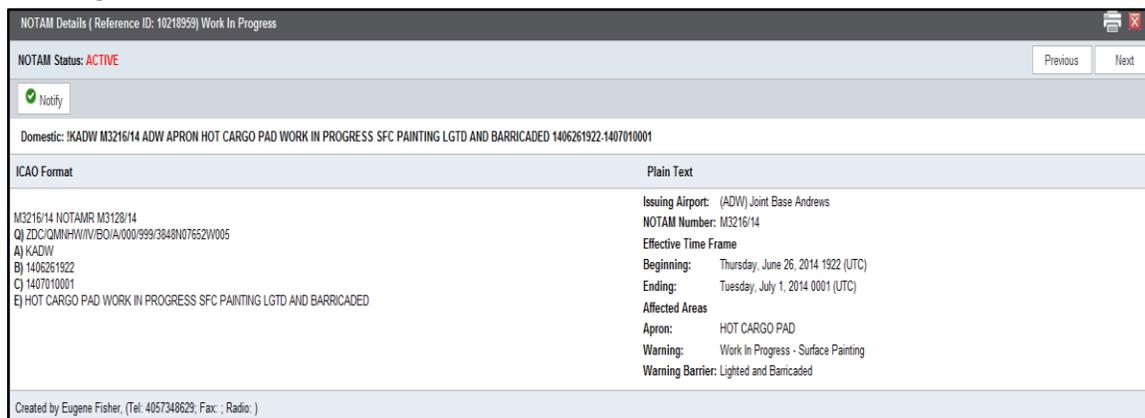


Figure 40: Format of final NOTAM



NOTE: NOTAMs Submitted beyond 72 hours will be placed “In Queue”
Figure 41: Error message generated

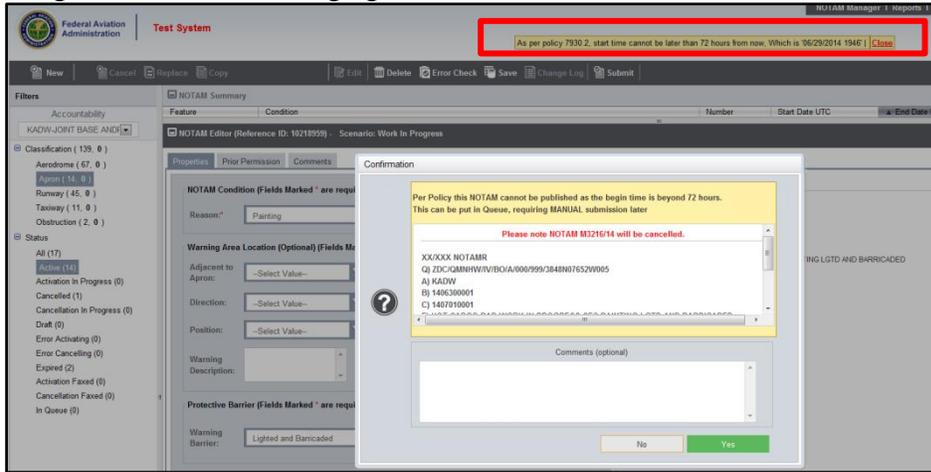


Figure 42: In Queue Confirmation Box

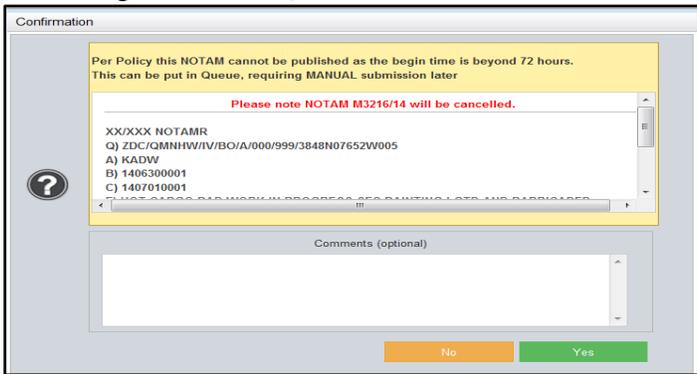
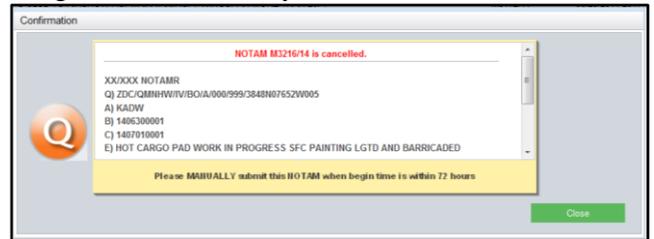


Figure 43: Manually submit NOTAM



NOTE: The NOTAM is placed in “In Queue” and will have to be manually submitted later.

Figure 44: NOTAM start time now within 72 hours, ready for manual submission

NOTAM Summary						Rows: 50	Page: 1	Go Page 1 of 1
Feature	Condition	Number	Start Date UTC	End Date UTC	Status			
Apron	RAMP/TRIM PAD LEVEL II QUIET HOURS IN EFFECT.	L0056/14	06/26/2014 1800	06/26/2014 1845	Expired			
Apron	413 RAMP CONST AREA	M3111/14	06/20/2014 1503	06/26/2014 1122	Expired			
Apron	113 RAMP CENTERLINE MARKINGS LGT OBSCURED TEST	M3105/14	06/18/2014 1636	06/30/2014 1230	Active			
Apron	113 RAMP CENTERLINE MARKINGS LGT OBSCURED TEST	M2988/14	06/04/2014 2057	06/30/2014 1230	Active			
Apron	HOT CARGO PAD WORK IN PROGRESS SFC PAINTING LGTD AND BARRICADED	M3216/14	06/26/2014 1922	07/01/2014 0001	Active			
Apron	HOT CARGO PAD WORK IN PROGRESS SFC PAINTING LGTD AND BARRICADED	M3128/14	06/24/2014 1306	07/01/2014 2359	In Queue			
Apron	HOT CARGO PAD WORK IN PROGRESS SFC PAINTING LGTD AND BARRICADED	M3128/14	06/24/2014 1306	07/01/2014 2359	Cancelled			
Apron	APRON 113 RAMP WET SWEEP 3FT WIDE REMAINDER PATCHY TRIM SLOSH GEPFI	M3168/14	06/25/2014 2011	07/05/2014 0145	Active			
Apron	113 RAMP WORK IN PROGRESS CONST DFAD BARRICADED	M3169/14	06/25/2014 2014	07/05/2014 1211	Active			
Apron	ALL RAMPS CLSD TO AIRSHOW ACFT/AIR TAXI/ACFT WINGSPAN MORE THAN 20FT	M3172/14	06/25/2014 2017	07/05/2014 1213	Active			
Apron	113 RAMP FREEZE DAFO	M3163/14	06/25/2014 1919	07/05/2014 1213	Active			
Apron	113 RAMP CENTERLINE MARKINGS LGT OBSCURED AFD	M3161/14	06/25/2014 1916	07/05/2014 1213	Active			
Apron	113 RAMP DIRECTION MARKINGS SOUTH SIDE NON STD CXX	M3162/14	06/25/2014 1917	07/05/2014 1214	Active			
Apron	113 RAMP CLSD	M3159/14	06/25/2014 1914	07/05/2014 1214	Active			
Apron	RAMP 113 RAMP RAINY	L0057/14	06/25/2014 2016	07/05/2014 1214	Active			
Apron	113 RAMP WORK IN PROGRESS GRASS CUTTING NORTHEAST EDGE DD BARRICADED	M3165/14	06/25/2014 1940	07/05/2014 1214	Active			
Apron	113 RAMP WORK IN PROGRESS CONTROLLED BURN/HEAVY SMOKE ADJACENT EAST E	M3164/14	06/25/2014 1939	07/05/2014 1515	Active			
Apron	113 RAMP OPEN EXCAVATION NORTHEAST EDGE BARRICADED	M3160/14	06/25/2014 1915	07/05/2014 1950	Active			

NOTE: The NOTAM will remain “In Queue” until it is either manually activated or deleted.

CHAPTER 9

CANCELLING AN ACTIVE NOTAM, SUBMITTING AN ACTIVE NOTAM, CREATING AND DELETING A DRAFT NOTAM

1. The Cancel action tab is used to cancel an active NOTAM before its end time.

Figure 45: Existing NOTAM

Feature	Condition	Number	Start Date UTC	End Date UTC	Status
Apron	113 RAMP CENTERLINE MARKINGS LGT OBLSCURED TEST	M2988/14	06/04/2014 2057	06/30/2014 1230	Active
Runway	RWY 19R ARRESTING GEAR MARKER AT RWY 19L NORTHEAST SIDE LGT UNSERVICE	M2917/14	06/03/2014 2024	06/30/2014 1230	Active
Runway	RWY 19L BAK-12 ARRESTING SYSTEM NON STD	M2999/14	06/05/2014 1540	06/28/2014 1250	Active
Runway	RWY 01L/19R HIGH INTENSITY RWY LGT COMMISSIONED	M3028/14	06/05/2014 2203	06/26/2014 1122	Cancelled
Runway	RWY 01L/19R WORK IN PROGRESS CONST	M3027/14	06/05/2014 2201	06/26/2014 1122	Active
Obstacle	OBSTACLE WATERTOWER LGT 705040N1304518E (9NM NORTH NORTHEAST APCH E	M2854/14	05/31/2014 1213	06/15/2014 1213	Active
Obstacle	OBSTACLE WATERTOWER LGT 705040N1304518E (9NM NORTH NORTHEAST APCH E	M2851/14	05/31/2014 1213	06/15/2014 1213	Active
Obstacle	OBSTACLE WATERTOWER LGT 705040N1304518E (9NM NORTH NORTHEAST APCH E	M2853/14	05/29/2014 1851	06/13/2014 1851	Active
Aerodrome	AERODROME WILDLIFE HAZARD REWMSF SOUTHWEST SIDE TEST	M2977/14	06/04/2014 1603	06/13/2014 1212	Cancelled
Aerodrome	AERODROME WILDLIFE HAZARD REWMSF SOUTHWEST SIDE TEST	M2978/14	06/04/2014 1603	06/13/2014 0540	Cancelled
Aerodrome	AERODROME BASH BIRD WATCH CONDITION LOW TEST	M2981/14	06/04/2014 1606	06/12/2014 1213	Active
Aerodrome	AERODROME BASH BIRD WATCH CONDITION LOW TEST	M2980/14	06/04/2014 1606	06/12/2014 1213	Cancelled
Aerodrome	TERMINAL AREA RADAR/SECONDARY SURVEILLANCE RADAR UNSERVICEABLE.TAEAA	M2964/14	06/04/2014 1541	06/12/2014 1018	Cancelled
Aerodrome	PRECISION RUNWAY MONITOR/SECONDARY SURVEILLANCE RADAR UNSERVICEABLE	M2953/14	06/04/2014 1540	06/12/2014 1018	Active
Aerodrome	TERMINAL AREA RADAR/SECONDARY SURVEILLANCE RADAR UNSERVICEABLE.TAEAA	M2965/14	06/04/2014 1542	06/12/2014 1018	Cancelled
Runway	RWY 19R RVR UNSERVICEABLE TEST	M2941/14	06/03/2014 2014	06/11/2014 2245	Cancelled
Runway	RWY 01L/19R CONST AREA ADJACENT NORTHEAST SHOULDER KEEP OFF 200 FT PLE	M2925/14	06/03/2014 2132	06/11/2014 1540	Active

2. Select Active NOTAM to be cancelled. When selected, the selected NOTAM will be highlighted and NOTAM Details Pane will be displayed.

NOTE: Only NOTAMs created using the DoD NOTAM Manager System can be cancelled using the DoD NOTAM Manager System.

3. Select **Cancel**.

Figure 46: Cancel NOTAM



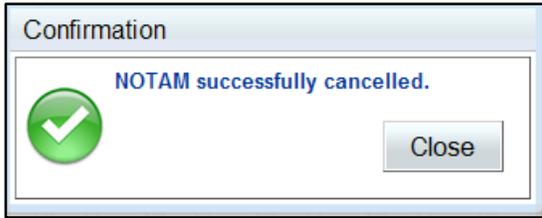
Figure 47: Cancel Confirmation

- After selecting Cancel, a confirmation box will appear confirming the intent to cancel the selected NOTAM. Entering the reason for the cancellation is optional. Not entering a reason will not affect the cancellation process. The Reason For Cancellation comments will appear in the NOTAM Archive Report.

NOTE: To disregard the request to cancel the NOTAM, Close must be selected.

4. Cancellation Confirmation

Figure 48: Cancellation Notice



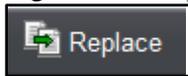
- After receiving Confirmation, the NOTAM is now cancelled. This NOTAM will appear in the NOTAM Summary Pane as a cancelled NOTAM.

Figure 49: NOTAM Summary Pane

Filters	NOTAM Summary						Rows: 50	Page: 1	Go Page 1 of 3	Last
Accountability	Feature	Condition	Number	Start Date UTC	End Date UTC	Status				
KADW-JOINT BASE ANI	Apron	113 RAMP CENTERLINE MARKINGS LGT OBSCURED TEST	M2989/14	06/04/2014 2057	06/30/2014 1230	Active				
	Runway	RWY 19R ARRESTING GEAR MARKER AT RWY 19L NORTHEAST SIDE LGT UNSERVICE	M2917/14	06/03/2014 2024	06/30/2014 1230	Active				
	Runway	RWY 19L BAK-12 ARRESTING SYSTEM NON STD	M2959/14	06/05/2014 1540	06/28/2014 1250	Active				
	Runway	RWY 01L/19R HIGH INTENSITY RWY LGT COMMISSIONED	M3028/14	06/06/2014 2203	06/26/2014 1122	Cancelled				
	Runway	RWY 01L/19R WORK IN PROGRESS CONST	M3027/14	06/05/2014 2201	06/26/2014 1122	Active				
	Obstacle	OBSTACLE WATERTOWER LGT 705040N1304510E (9MM NORTH NORTHEAST APCH E	M2854/14	05/31/2014 1213	06/15/2014 1213	Active				
	Obstacle	OBSTACLE WATERTOWER LGT 705040N1304510E (9MM NORTH NORTHEAST APCH E	M2851/14	05/31/2014 1213	06/15/2014 1213	Active				
	Obstacle	OBSTACLE WATERTOWER LGT 705040N1304510E (9MM NORTH NORTHEAST APCH E	M2853/14	05/29/2014 1851	06/13/2014 1851	Active				
	Aerodrome	AERODROME WILDLIFE HAZARD REWVSF SOUTHWEST SIDE TEST	M2977/14	06/04/2014 1603	06/13/2014 1212	Cancelled				
	Aerodrome	AERODROME WILDLIFE HAZARD REWVSF SOUTHWEST SIDE TEST	M2978/14	06/04/2014 1603	06/13/2014 0540	Cancelled				
	Aerodrome	AERODROME BASH BIRD WATCH CONDITION LOW TEST	M2981/14	06/04/2014 1606	06/12/2014 1213	Active				
	Aerodrome	AERODROME BASH BIRD WATCH CONDITION LOW TEST	M2980/14	06/04/2014 1606	06/12/2014 1213	Cancelled				
	Aerodrome	TERMINAL AREA RADAR/SECONDARY SURVEILLANCE RADAR UNSERVICEABLE-TAEEA	M2964/14	06/04/2014 1541	06/12/2014 1018	Cancelled				
	Aerodrome	PRECISION RUNWAY MONITOR/SECONDARY SURVEILLANCE RADAR UNSERVICEABLE	M2963/14	06/04/2014 1540	06/12/2014 1018	Active				
	Aerodrome	TERMINAL AREA RADAR/SECONDARY SURVEILLANCE RADAR UNSERVICEABLE-TAEEA	M2965/14	06/04/2014 1542	06/12/2014 1018	Cancelled				
	Runway	RWY 19R RVR UNSERVICEABLE TEST	M2941/14	06/03/2014 2044	06/11/2014 2245	Cancelled				
	Runway	RWY 01L/19R CONST AREA ADJACENT NORTHEAST SHOULDER KEEP OFF 200 FT PLE	M2925/14	06/03/2014 2132	06/11/2014 1540	Active				

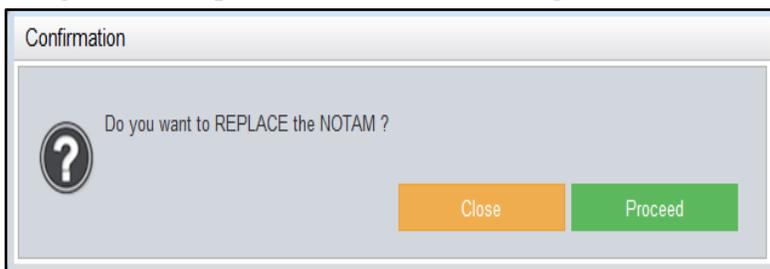
5. Replacing an Active NOTAM

Figure 49: Replace



- The Replace action tab is to be used to cancel an active NOTAM and replace it with a similar NOTAM.
 - Select an active NOTAM.
 - Select Replace.
 - Select Proceed with REPLACE Confirmation Pop-up.

Figure 50: Replace Confirmation Message



- d. Change the appropriate fields.
- e. Click the Submit tab when finished.
- f. Click yes in the Confirmation Message.

Figure 51: Replacement Confirmation Message

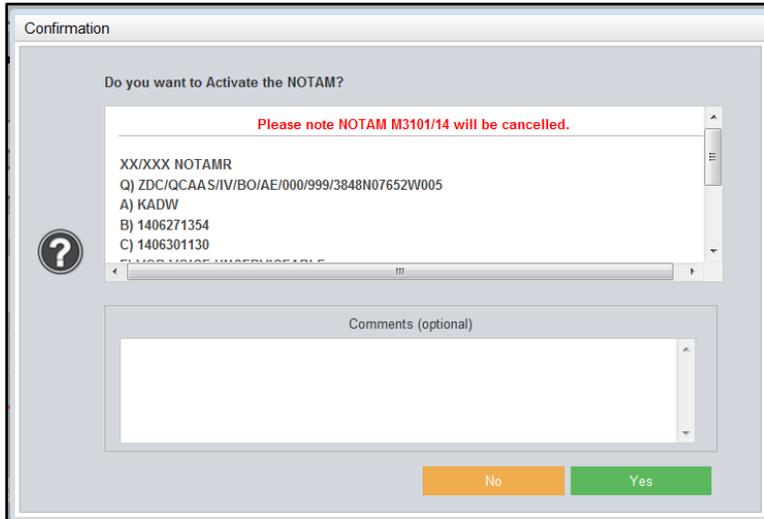
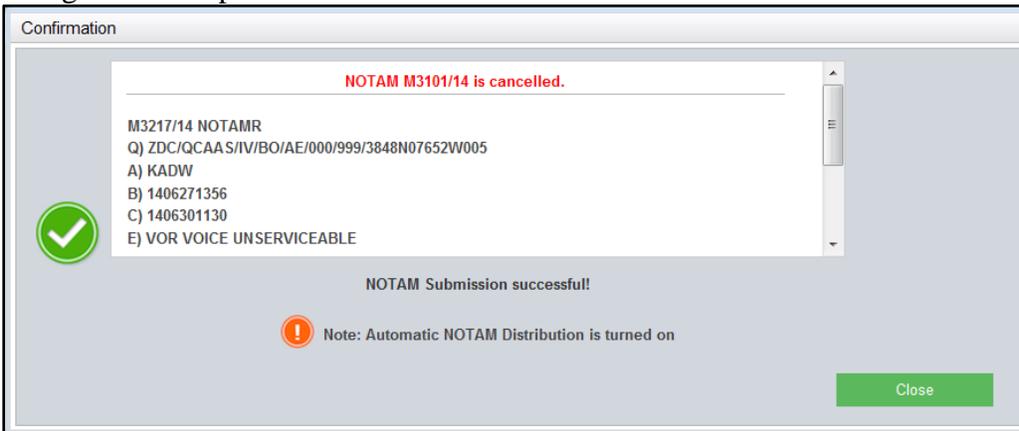


Figure 52: Replacement Notice

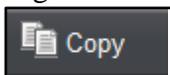


- g. Click Close in the Replacement Notice.

NOTE: The initial NOTAM will not cancel until the replacement NOTAM is Activated

6. Copying a Cancelled or Expired NOTAM

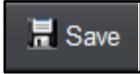
Figure 53: Copy NOTAM



- The Copy tab is to be used to mimic the data in an active, cancelled or expired NOTAM.
 - a. Select the active, cancelled or expired NOTAM in the NOTAM Summary Pane.
 - b. Change the appropriate fields.
 - c. Click the Submit tab when finished.

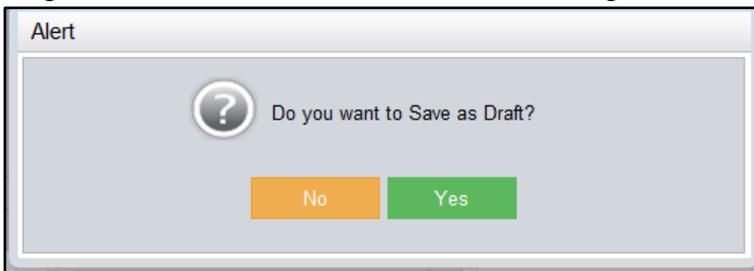
7. Saving and Editing a NOTAM as a Draft

Figure 54: Save



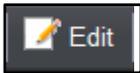
- To create a draft NOTAM, populate the NOTAM information as if creating a new NOTAM and select Save. This will save the draft NOTAM in the NOTAM Summary Pane.

Figure 55: Save as Draft Confirmation Message



- Editing an existing draft NOTAM:
 - a. To edit a draft NOTAM select the Draft NOTAM from the NOTAM Summary Pane and click the Edit tab.

Figure 56: Edit Tab



- b. Make the appropriate changes.
- c. Select Save or Submit.

8. Deleting a draft NOTAM

- The delete function is to be used to delete a draft NOTAM. This only works for draft NOTAMs. It will **not** work for existing NOTAMs.

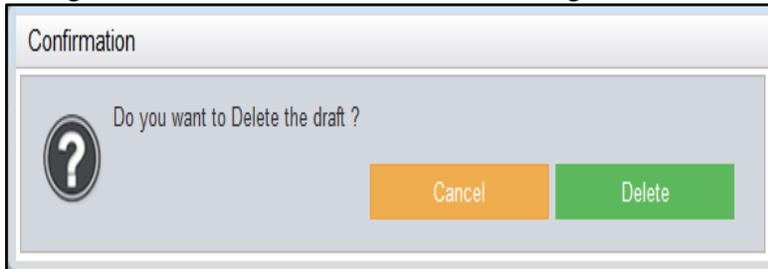
Figure 57: Delete Tab



NOTE: Once deleted the Draft NOTAM information cannot be accessed.

- a. To delete a draft NOTAM click on the draft NOTAM in the NOTAM Summary Pane.
- b. Select the Edit tab, which will enable the Delete tab.

Figure 58: Deletion Confirmation Message

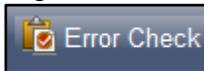


- c. The draft NOTAM has been deleted.

9. Checking a Draft or New NOTAM for Errors

- The Error Check tab may be used on draft and New NOTAMs before activation. This will validate the NOTAM against all business rules, but it will not activate the NOTAM.

Figure 59. Error Check Tab



- a. Click the **Error Check** tab.
- b. Any missing or erroneous fields will be highlighted. The Error Check will indicate whether the NOTAM passes all the proper validation rules. If errors are noted, correct the NOTAM before submitting.

Figure 60: Error Message



The NOTAM is now validated and may be submitted.

10. Submit NOTAM

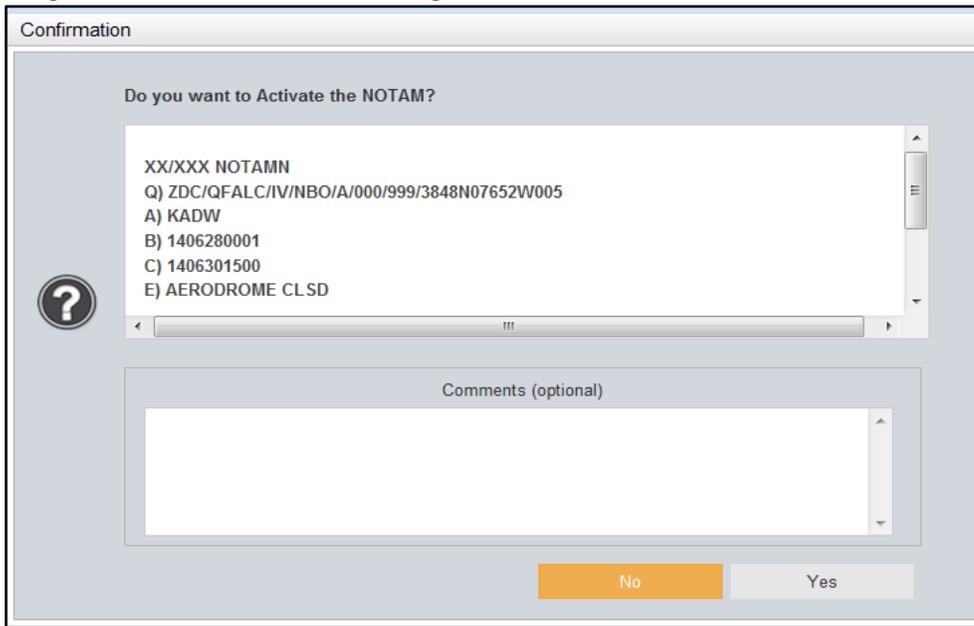
- To activate the NOTAM, click **Submit**.

Figure 61: Submit NOTAM Tab



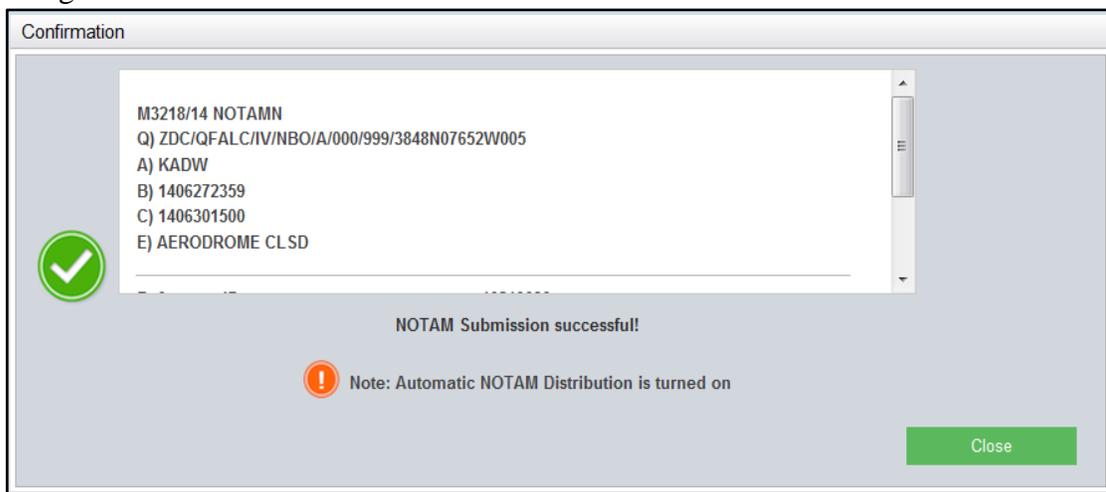
- To submit a NOTAM start from a New NOTAM or a draft NOTAM. Whether a New NOTAM or a draft NOTAM, make sure all data entered is correct.
- The Submit Tab will error check the NOTAM before submission. If it fails an error message will be displayed. If no errors are found NOTAM is submitted.

Figure 62: Confirmation Message



- a. Double check the **Confirmation message** to ensure NOTAM validity.
- b. Select **Yes** on the Confirmation Message.

Figure 63: Submission Notice



c. The Confirmation message will display after the NOTAM has been assigned a NOTAM number. The NOTAM is now active. Select **“Close”** to close the Submission Notice confirmation box. This NOTAM will be displayed on the NOTAM Summary Pane.

CHAPTER 10

ENTERING A FREE FORM NOTAM

1. On occasion, there may be a NOTAM that has to be issued and a scenario is not available in the drop down menu. If this occurs, the Free Form option is available. This allows the User to type the scenario via Free Form. Free Form NOTAMs are **not** digital and are submitted through the USNS. Free Form should not be used unless the desired NOTAM has the two following characteristics: The NOTAM does not fit in any of the other templates and the NOTAM falls under the airport's authority.

- a. Click on New
- b. Select Keyword
- c. Select Designator
- d. Scroll down and Highlight "Free Form" in the Scenario list
- e. Select Create NOTAM

Figure 64: Free Form

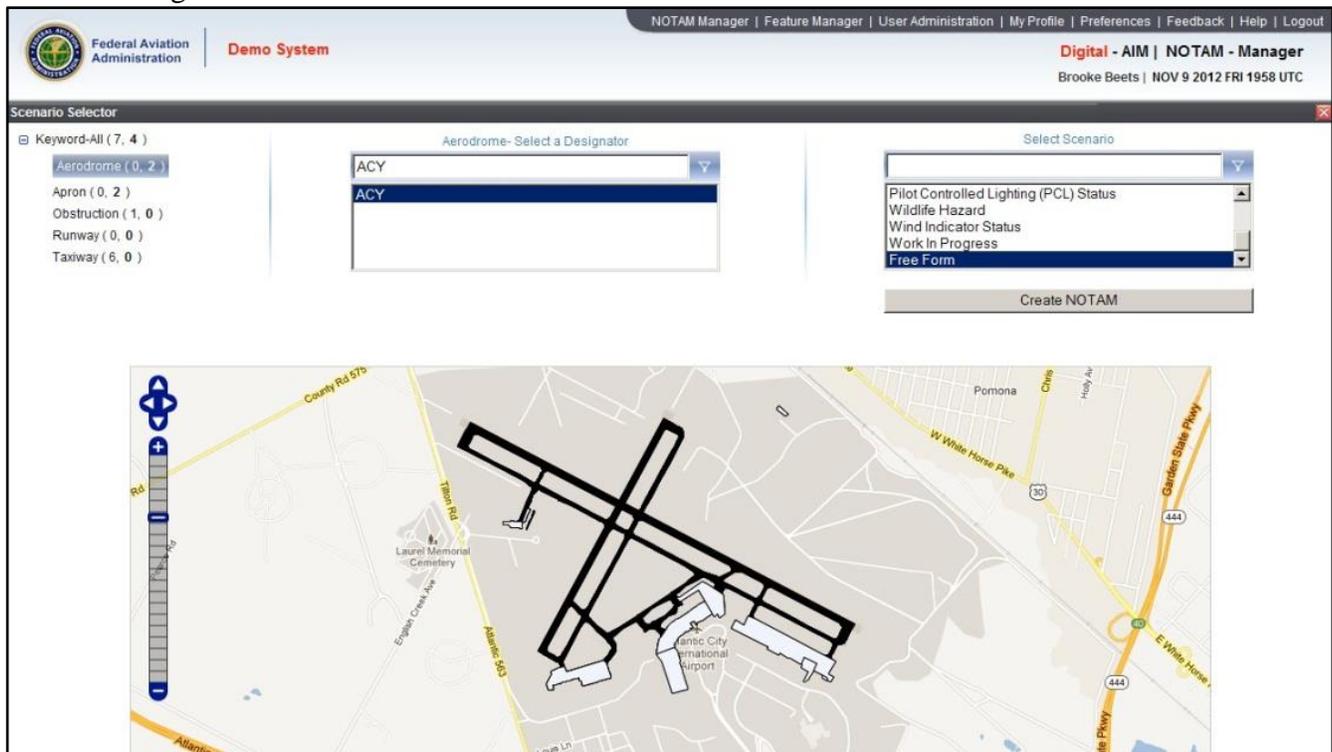


Figure 65: Free Form NOTAM Template

NOTAM Editor - Scenario: Free Form

Properties | Prior Permission | Comments

DOD Free Form (Fields Marked * are required)

Series: *

QCode: *

Condition: *

Period of Validity

Start Date (UTC)* End Date (UTC)* [Reset](#)

Start Upon Activation

Check here if the NOTAM is relevant only during specified times within the overall effective period

Domestic | ICAO | Plain Text

XXXXX NOTAMN
Q) ZDC/QXXXX/IV/NBO/A/000/999/3848N07652W005
A) KADW
B) 1406271600
C) 1406272000
E) RAMP TRIM PAD MOWING OPERATIONS IN PROGRESS ALONG OUTER EDGE.

- f. Type in your NOTAM text
- g. Enter the Start and Stop Dates and Times
- h. Click on Submit

Figure 66: Confirmation Message

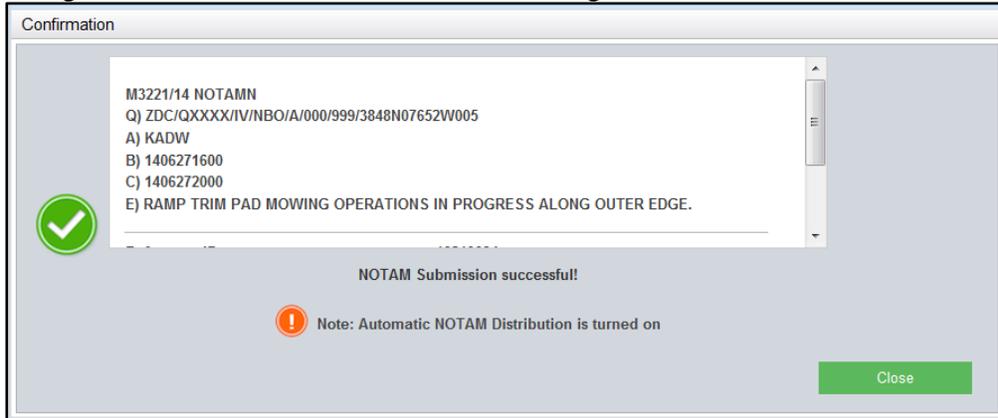
Confirmation

Do you want to Activate the NOTAM?

XX/XXX NOTAMN
Q) ZDC/QXXXX/IV/NBO/A/000/999/3848N07652W005
A) KADW
B) 1406271600
C) 1406272000
E) RAMP TRIM PAD MOWING OPERATIONS IN PROGRESS ALONG OUTER EDGE.

Comments (optional)

Figure 67: Activation Confirmation Message



NOTAM Summary						ACV-Atlantic City Intl		Page 1 of 3 >>	
Feature	Condition	Number	Start Date UTC	End Date UTC	Status				
Aerodrome	ACY AD GRASS FIRE 3 MILES NW OF AIRPORT...	-	11/09/2012 2001	11/09/2012 2359	Activation In Progress				
Taxiway	ACY TWY D OPEN EXCAVATION...	11/109	11/09/2012 1822	11/11/2012 1800	Active				
Taxiway	ACY TWY D CLSD...	11/111	11/09/2012 1844	11/29/2012 1200	Active				
Obstruction	ACY OBST TOWER 175 (124 AGL) 0.6 SSE LGTS OTS (ASR 1253314)...	11/077	11/05/2012 1935	11/20/2012 1935	Active				
Taxiway	ACY TWY A WORK IN PROGRESS CONST...	11/107	11/09/2012 1720	11/10/2012 0600	Active				
Taxiway	ACY TWY A WORK IN PROGRESS CONST...	11/108	11/10/2012 0200	11/12/2012 0200	Active				
Taxiway	ACY TWY ALL RWY LOCATION SIGN UNLGTD 2016-0500 TUE/THU/SAT/SUN...	10/342	10/23/2012 2016	11/10/2012 0500	Active				
Taxiway	ACY TWY D OPEN EXCAVATION...	11/112	11/09/2012 1911	11/12/2012 1200	Active				
Runway	ACY RWY 4/22 CLSD...	40/393	40/10/2012 1349	40/26/2012 0600	Cancelled				
Aerodrome	ACY SVC ATIS 121.1 CMSGN...	40/297	40/10/2012 0314	40/20/2012 1212	Cancelled				
Runway	ACY RWY 4/22 CLSD...	40/304	40/10/2012 1345	40/26/2012 0600	Cancelled				
Aerodrome	ACY SVC ATIS 121.1 CMSGN...	40/289	40/17/2012 2004	40/20/2012 1212	Cancelled				
Taxiway	ACY TWY A FCOM 14 IN SN...	40/300	40/10/2012 1300	40/26/2012 0600	Cancelled				

NOTAM Details (Reference ID: 4154624) Free Form	
NOTAM Status: ACTIVATION IN PROGRESS	Previous Next
Domestic: !ACY XX/XXX ACY AD GRASS FIRE 3 MILES NW OF AIRPORT WEF 1211092001-1211092359	
Created by Narmada Rao, (Tel: 8163292537; Fax: ; Radio:)	

2. Cancellation of Free Form NOTAMs

- a. Select the Active NOTAM and select **Cancel NOTAM** from the Action bar.
- b. The Active NOTAM will then show “Cancellation in Progress.”
- c. When the Fax is successfully delivered to the AFSS, the NOTAM status changes to “Cancellation Faxed.” (Alaska Only)
- d. When the cancellation is delivered by USNS, the numbered NOTAM will reflect a “Cancelled” status with a horizontal line through the entire NOTAM.
- e. If the NOTAM expires, the status will change to “Expired” and a horizontal line through the NOTAM will be observed.

CHAPTER 11

CUSTOMER SUPPORT

1a. NAIMES Customer Support is available during the following hours:

- Hours: 24 hours a day, 7 days a week.
- Telephone Number: 1-866-466-1336

1b. The NAIMES Customer Support will assist with the following functions:

- Use of NM software
- Administrator password reset
- System troubles
- Recommendations for system improvements.

2a. The DoD NOTAM help Desk is available during the following hours:

- **Duty Hours (Mon-Fri 1200z through 2200Z) DSN 510-422-4752/53/54/55**
- **After hours/Weekend/Holidays: Comm 571-318-2735**

2b. The DoD NOTAMS help Desk will assist with the following functions:

- **NM System Operations procedures**
- **NM User Guide Questions**
- **DoD NOTAM Policy Questions**

References

AFI IP 11-208, AR 95-10, OPNAVINST 3721.20D, DoD NOTAM System

AFI 13-204 V3, Airfield Operations Procedures and Programs

FAA JO 7340.2B, Contractions

FAA Order JO 7930.2N, Notices to Airman (NOTAM)

Advisory Circular 150/5200-28D, Notices to Airmen (NOTAMS) for Airport Operators

Advisory Circular 150/5200-30C, Airport Winter Safety and Operations